



Arbiter User Manual

prepared for

**Austin Baseball Umpires Association
Austin Chapter, TASO-Baseball**



IMPORTANT THINGS TO DO FOR FIRST TIME USERS

1. Log in to the ARBITER system using the password provided to you by the Chapter Secretary
 - a. **<http://www.arbitersports.com>**
2. Go to the PROFILE – INFORMATION Section (See page 42 for instructions) and enter/change
 - a. Your personal information
 - b. Your address
 - c. Your EMAIL account
 - d. Your PHONE NUMBERS
3. Go to the BLOCKS – DATES Section (See page 17 for instructions)
 - a. BLOCK OUT dates and/or time you CANNOT work games on the Calendar
4. Go to the BLOCKS – TEAMS Section (See page 37 for instructions)
 - a. BLOCK OUT Teams for which you do not desire or cannot work games (Conflict of Interest, etc.)
5. Go to BLOCKS – TRAVEL LIMITS Section (See page 25 for instructions)
 - a. Set your Travel Limits for each day of the week
 - b. Change the Zip Code, if necessary for workdays versus other days
6. SET YOUR STATUS AS READY TO BE ASSIGNED
 - a. This can be set from one of two places (setting in one automatically set the other as well)
 - i. Profile – Information – Status (See page 43 for instructions)
 - ii. Main Page Menu – at the top of the page (See page 6 for instructions)

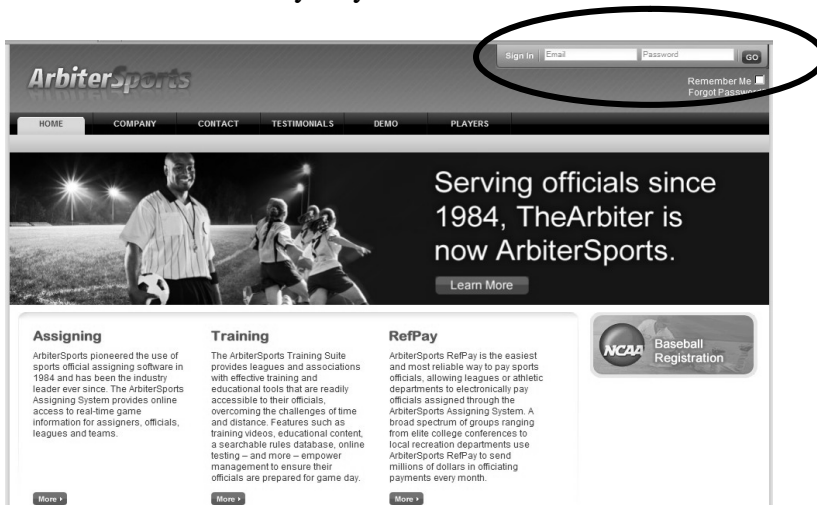
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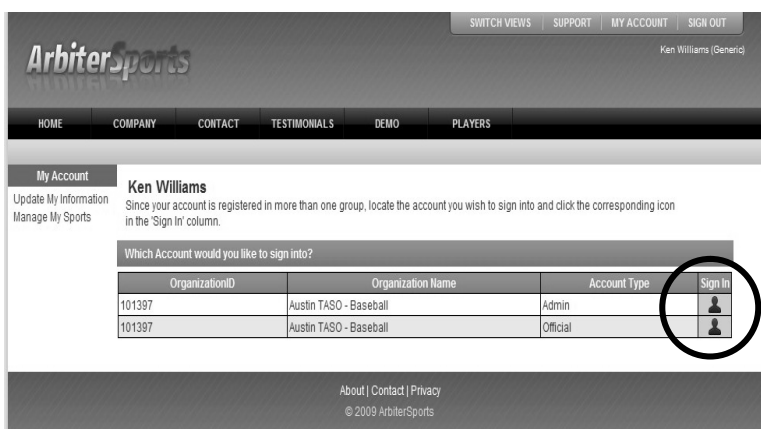
Arbiter Sports

(<http://www.arbitersports.com>)

Go to the login screen (<http://www.arbitersports.com>) and you will see the screen below. Enter you email address and the initial password you received from the chapter secretary. **CHANGE YOUR PASSWORD** after logging in the first time to ensure security of your account !!

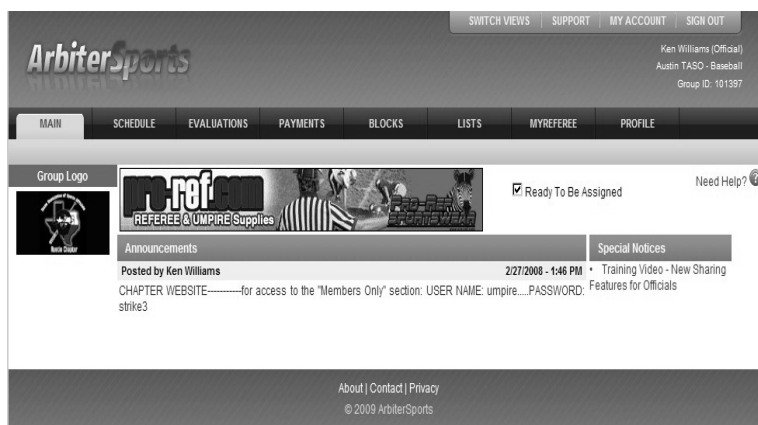


After logging in, you will see the screen shown below. This is where you select your account. If you have more than one account in Arbiter (e.g.: multiple sports), then you can select which group or account type you wish to enter. You can change accounts at any time by using the “SWITCH VIEW” link at the top of the screen.



After selecting the account type and/or sport, you will be taken to the MAIN screen. This is the “home” page from which you can access various functions and information within the Arbiter website. These will be covered in further detail on the following pages.

On the MAIN screen, you will see any announcements posted by the assigners or administrators. Important messages are often posted here during the season, especially during inclement weather.



Arbiter Menu Overview

At the top of the screen are eight (8) tabs that provide access to various parts of the Arbiter site.

MAIN – This is the “home page”. Announcements are posted here for members to read when they first log in.

SCHEDULE - there are three functions available in this section and is the area that you will use most often in Arbiter

- ☐ Calendar – Displays YOUR schedule, both pending and accepted games. You **MUST** use this function to **ACCEPT** or **DECLINE** games. You must also **SUBMIT** your schedule when you finished accepting/declining pending games.
- ☐ Self Assign – During the year, the secretary will post games that you can “self-assign” if you are available. Games are posted as they become available, so check this often. These games go quickly.
- ☐ Attach – Allows you “attach” one or more teams to your account. You can then see their entire schedule or just certain games. You will also be notified of any changes in those games. **NOTE:** If you are “attached” to a game, you may be considered unavailable for other assignment during that time period.

EVALUATIONS – There are three functions available in this section.

- ☐ Evaluation Officials – ABUA members can provide Peer Feedback to officials with whom they have worked games through this page.
- ☐ View Responses – ABUA members can read summary reports of the Peer Feedback provided through the Evaluations page, or evaluation reports from Observers and ABUA evaluators.
- ☐ Select Game – This function is limited to personnel who are designated as observers and evaluators

PAYMENTS – There are three functions available in this section

- ☐ RefPay – Not used by our association
- ☐ Pay sheets – We use pay sheets during the “summer ball” season. If pay sheets have been generated, you can view and/or print them from this section.
- ☐ Invoices – If invoices have been generated, you can view and/or print them from this section.

BLOCKS – There are five functions available in this section and this is one of the MOST IMPORTANT sections that you will use

- ☐ Dates – This gives you a means to block out dates or times that you cannot work games. Times can be blocked as All Day or Partial Day. If something changes, blocked times can be “unblocked”. This page also provides you with a visual description of your game schedule and all blocks. **THE SECRETARY RELIES ON THIS FUNCTION TO ASSIGN GAMES !!**
- ☐ Teams – This allows you to block certain teams for whom you do not desire, or cannot, call games. (e.g.: your child is in XYZ school, block XYZ school from your schedule to avoid a potential conflict of interest)
- ☐ Travel limits – This allows you to set travel limits you do want to exceed. It can be different for each day of the week. (e.g.: your work location during the week and home on the weekends). Be careful.....setting allowable miles too low can limit your assignments.
- ☐ Partners – This allows you to block specific chapter umpires with whom you do not want to work.
- ☐ Summary – This provides a printout of you blocked dates/times, teams, and partners.

LISTS – There are four functions available in this section, which provide lists of contact information for various people or organizations

- ☐ Officials – Contact information for chapter umpires. Printed contact list can be obtained from this function
- ☐ Contacts – An alphabetical listing of non-umpire contacts (coaches, etc.)
- ☐ Sites - Contact information for specific locations or fields
- ☐ Teams – Contact information for specific teams/schools
- ☐ Forms – If forms are available, they will be listed here

MY REFEREE – There are two functions in this section

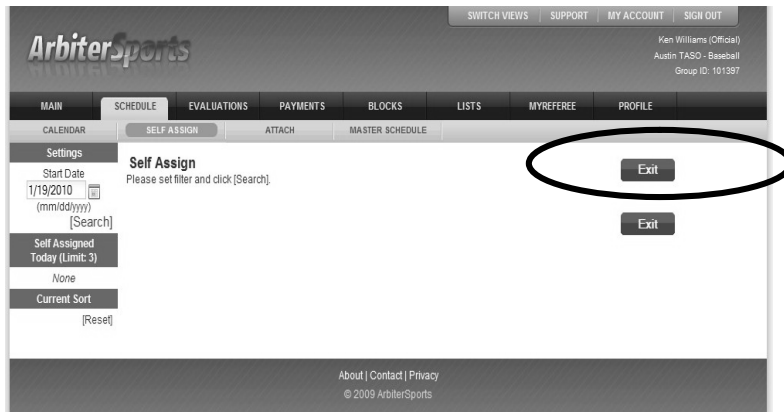
- ☐ My Referee – A wealth of resource information material is provided by NASO and Referee magazine at no additional charge to the Arbiter users
- ☐ Profile – Your official’s profile (sports called, level called, etc.)

PROFILE – There are three functions available in this section, which allow you to keep YOUR information current, change your password, etc.

- ☐ Preferences – Allows you set some basic user preferences (time zone, etc.)
- ☐ Information – Provides a means of keeping your address and contact information current **VERY IMPORTANT !!**
- ☐ Password – Allows you to change your password

IMPORTANT:

Whenever you have moved to a different screen in Arbiter, ALWAYS hit the “EXIT” button to return to the prior page. If you use the “back” button on your browser, you will end up with multiple pages open !



MAIN PAGE

This is the “home page” and contains tabbed menus at the top of the page that provides access to other features of the Arbiter system. It also contains announcements, notices, and other important information provided by the Board. Always check the “Announcements” section when you log on for current notices.

It is one of two places where you can change your status to READY TO BE ASSIGNED.

The screenshot shows the ArbiterSports main page. At the top, there is a header with the ArbiterSports logo on the left and user information on the right: Ken Williams (Official), Austin TASO - Baseball, and Group ID: 101397. Below the header is a navigation bar with tabs: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MY REFEREE, and PROFILE. The 'EVALUATIONS' tab is highlighted. To the right of the navigation bar, there are links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below the navigation bar, there is a section for Group Logo on the left and a large banner for pro-ref.com (REFEREE & UMPIRE Supplies) in the center. To the right of the banner, there is a checkbox labeled 'Ready To Be Assigned' which is checked, and a 'Need Help?' link. Below the banner, there is an 'Announcements' section with a post by Ken Williams dated 2/27/2008 - 1:46 PM. The announcement text reads: 'CHAPTER WEBSITE-----for access to the "Members Only" section: USER NAME: umpire.....PASSWORD: strike3'. To the right of the announcement, there is a 'Special Notices' section with a link for 'Training Video - New Sharing Features for Officials'. At the bottom of the page, there is a footer with links for About, Contact, and Privacy, and a copyright notice for © 2009 ArbiterSports.

Tabbed Menu

Announcements Section

Checkbox for READY TO BE ASSIGNED

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN | SCHEDULE | EVALUATIONS | PAYMENTS | BLOCKS | LISTS | MY REFEREE | PROFILE

Group Logo

pro-ref.com
REFEREE & UMPIRE Supplies

☒ Ready To Be Assigned

Need Help? ?

Announcements

Posted by Ken Williams 2/27/2008 - 1:46 PM

CHAPTER WEBSITE-----for access to the "Members Only" section: USER NAME: umpire.....PASSWORD: strike3

Special Notices

• Training Video - New Sharing Features for Officials

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SCHEDULE TAB

SCHEDULE – CALENDAR

The Schedule function displays YOUR current schedule of games. It shows games that are pending, accepted, declined, rained out, cancelled, etc. It is **VITALLY IMPORTANT** that you check this on a regular basis to ensure that you accept or decline new games that have been added to your schedule. All games are **ACCEPTED** or **DECLINED** from this screen !!

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 10135

MAIN | **SCHEDULE** | EVALUATIONS | PAYMENTS | BLOCKS

CALENDAR | SELF ASSIGN | ATTACH | MASTER SCHEDULE

Reports
Schedule
Outlook Export

Schedule
Select 'Accept' or 'Decline' for specific assignments. Click 'Submit' when finished, or click 'Exit' to return to the previous page.

Submit | Exit

Display
☒ Show All
 • Standard View
 • View By Day
 • View By Week
 • View By Month
☐ Events
☐ Games
☒ Both
 Save Settings

Legend
☐ Normal
☐ Game Conflict
☒ Canceled
☐ New
☐ Notified
☐ Attachment
☐ Rainout
☐ Forfeit

Game	Notes	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline
11107		UMP 1	1/9/2009 Fri 6:00 PM	BASEBALL, 5A/4A HS Tourney	Govalle	TBA	TBA	\$0.00	Accepted by 1/19/2010	<input type="checkbox"/>	<input type="checkbox"/>
1260	R	UMP 2	2/24/2009 Tue 4:30 PM	BASEBALL, JV	Wimberley	Wimberley JV	Luling JV	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
1251	R	UMP 2	2/24/2009 Tue 7:00 PM	BASEBALL, 3A/2A/1A H.S	Wimberley	Wimberley	Luling	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
935	R	UMP 2	2/26/2009 Thu 1:00 PM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Hendrickson	San Angelo Lakeview	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
933	R	UMP 2	2/26/2009 Thu 3:15 PM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Lubbock Estacado	Seguin	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
944		UMP 2	2/27/2009 Fri 8:30 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	San Angelo Lakeview	Lubbock Estacado	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
940		UMP 2	2/27/2009 Fri 10:45 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Keller Central	Lubbock Estacado	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
942		UMP 2	2/27/2009 Fri 1:00 PM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Seguin	East Central	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
950	R	UMP 2	2/28/2009 Sat 9:00 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	SA Wagner	Lubbock Estacado	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
949	R	UMP 2	2/28/2009 Sat 11:15 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Hendrickson	Lubbock Estacado	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
653	R	UMP 1	3/3/2009 Tue 5:30 PM	BASEBALL, JV	Johnson City	Johnson City JV	Fredricksburg JV	\$50.00	Accepted on 3/2/2009	<input type="checkbox"/>	<input type="checkbox"/>
659	R	UMP 1	3/3/2009 Tue 8:00 PM	BASEBALL, 3A/2A/1A H.S	Johnson City	Johnson City	Fredricksburg	\$50.00	Accepted on 3/2/2009	<input type="checkbox"/>	<input type="checkbox"/>
667	R	UMP 1	3/5/2009 Thu 4:00 PM	BASEBALL, 3A/2A/1A HS Tourney	Johnson City Tourney	TBA	TBA	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
668	R	UMP 1	3/5/2009 Thu	BASEBALL, 3A/2A/1A HS	Johnson City	TBA	TBA	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>

If you select a particular game, by clicking on the game number (as shown below), then you will be able to determine who your partner is for that game, if one has been assigned.

940	UMP 2	2/27/2009 Fri 8:30 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	San Angelo Lakeview	Lubbock Estacado	\$50.00	Accepted on 2/15/2009
	UMP 2	2/27/2009 Fri 10:45 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Keller Central	Lubbock Estacado	\$50.00	
	UMP 2	2/27/2009 Fri 1:00 PM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Seguin	East Central	\$50.00	

You will also be provided with contact information for your partner on the screen.

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 10135

MAIN | **SCHEDULE** | EVALUATIONS | PAYMENTS | BLOCKS | LISTS | MY REFEREE | PROFILE

CALENDAR | SELF ASSIGN | ATTACH | MASTER SCHEDULE

Game Details (Game 944) Exit

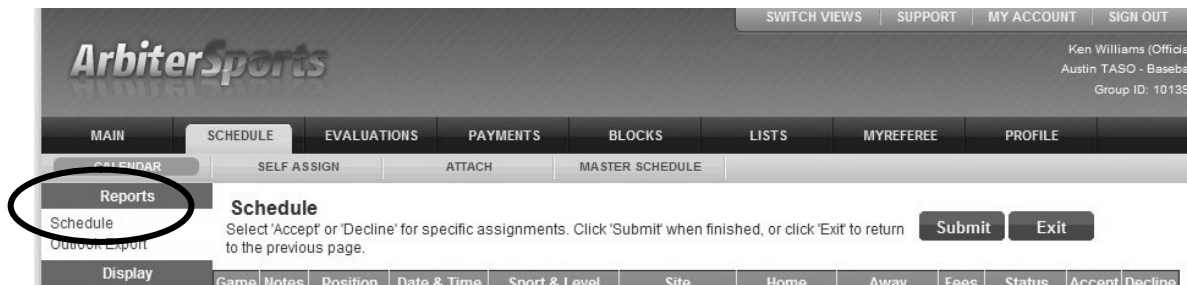
Game	Notes	Date & Time	Sport & Level	Site	Home	Away
944		2/27/2009 Fri 8:30 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	San Angelo Lakeview	Lubbock Estacado

Official	Status	Position	Distance	Email Crew	Phones	evaluator
Fred MacDonald	Accepted	UMP 1	27	fr_macdonald@yahoo.com	254-702-5794 (Cellular)	A+
Ken Williams	Accepted	UMP 2	34	kwilliams30@austin.taso.com	636-6523 (Cellular)	

Exit

By clicking on the REPORTS-SCHEDULE link on the left side of the page, you can get a printed report of your schedule. It can be obtained in one of several formats.

It is highly advised to keep an up-to-date printed copy of your schedule at all times. Computers and websites being what they are, there may be times when the web or website is unavailable. Even so, YOU ARE RESPONSIBLE FOR ANY GAMES YOU HAVE ACCEPTED !!



Clicking on the Schedule feature will display the screen shown below;

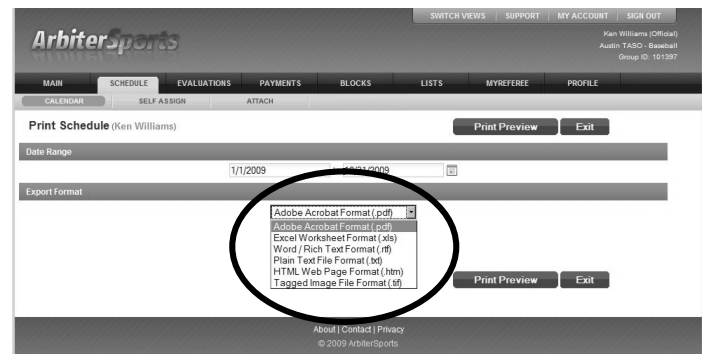
A screenshot of the 'Print Schedule' form in the ArbiterSports website. The form is titled 'Print Schedule (Ken Williams)' and includes buttons for 'Print Preview' and 'Exit'. It features a 'Date Range' section with input fields for '1/1/2010' and '12/31/2010', and an 'Export Format' dropdown menu set to 'Adobe Acrobat Format (.pdf)'. The footer contains links for 'About | Contact | Privacy' and a copyright notice for 2009 ArbiterSports.

1. Set the date range for which you wish to obtain a printed report. The default is the current month.

A close-up screenshot of the 'Print Schedule' form, focusing on the 'Date Range' section. The date range '1/1/2010 to 12/31/2010' is highlighted with a red circle. The form also shows the 'Export Format' dropdown set to 'Adobe Acrobat Format (.pdf)' and buttons for 'Print Preview' and 'Exit'.

2. Once you have set the date range, select the **FORMAT** of the report you would like. There are several options for report formats:

- a. Adobe Acrobat (default file type)
- b. Excel
- c. Word / Rich Text format
- d. Plain Text
- e. HTML
- f. Tagged Image Format (TIFF picture format)



3. Click the **PRINT PREVIEW** button
 - a. Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

The printed copy of the schedule shows date, time, and location of the game. It also provides information, including contact data, for your partner for each game.

Austin TASO - Baseball
1208 Glen Summer Cove
Austin, TX 78753
Mark Baletka: (512)834-2332

Official's Game Schedule

Ken Williams
710 East Creek Drive
Dripping Springs, TX 78620

H: 512-894-0120
C: 512-636-6523

Game	Date & Time	Sport & Level	Site	Home	Away
977	2/10/2004 (Tue) 4:15 PM	BASEBALL 3A/2A/1A H.S	San Marcos Baptist	San Marcos Baptist	St. Anthony
UMP 1	Robert Lafferty	0	H: 000-447-9944	C: 512-771-3393	Accepted
UMP 2	Ken Williams	0			\$35.00
*** This game has been RAINED OUT. ***					
812	2/26/2004 (Thu) 12:00 PM	BASEBALL JV	Luling	Luling JV	TBA
UMP 1	Ken Williams	57			\$35.00
UMP 2	Greg White	44	C: 512-659-6322	H: 512-587-1440	Accepted
813	2/26/2004 (Thu) 2:30 PM	BASEBALL JV	Luling	Luling JV	TBA

SCHEDULE – SELF ASSIGN

The Austin Chapter makes extensive use of the Self-Assign function. If a game has not been accepted or has been turned back, especially on short notice, the secretary can put the game into the “self-assign” database and umpires who are available for that game can assign themselves to that game. This saves a great deal of time and allows available umpires to obtain additional games. Check this section frequently as it is updated frequently. Click on SEARCH to see a list of available games.

The screenshot shows the 'Self Assign' page on the ArbiterSports website. The user is Ken Williams (Official), Austin TASO - Baseball, Group ID: 101397. The page has tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, and PROFILE. Under the SCHEDULE tab, there are sub-tabs for CALENDAR, SELF ASSIGN, and ATTACH. The SELF ASSIGN sub-tab is active. On the left, there are settings for Start Date (1/19/2010), Self Assigned Today (Limit: 3), and Current Sort. A red circle highlights the [Search] button. The main area says 'Self Assign' and 'Please set filter and click [Search]'. There are two 'Exit' buttons on the right.

If games are available for self assignment, they will be displayed for selection. To select a game, click on GO. You are then assigned to the game. There may be a limit (see left side of the screen) on the number of games which you can self-assign on any given day.

The screenshot shows the 'Self Assign' page with a list of available games. The user is Ken Williams (Official), Austin TASO - Baseball, Group ID: 101397. The page has tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, and PROFILE. Under the SCHEDULE tab, there are sub-tabs for CALENDAR, SELF ASSIGN, and ATTACH. The SELF ASSIGN sub-tab is active. On the left, there are settings for Start Date (1/19/2010), Self Assigned Today (Limit: 3), and Current Sort. A red circle highlights the [Go] button. The main area says 'Self Assign' and 'Select a game to self-assign from the list below.' Below this is a table with columns: Game, Position, Date & Time, Sport & Level, Site, Home, Away, Dist, Pay, and Assign. The table contains one row of data.

Game	Position	Date & Time	Sport & Level	Site	Home	Away	Dist	Pay	Assign
11112	UMP 1	1/25/2010 Mon 6:00 PM	BASEBALL 5A/4A HS Tourney	Wolfe Stadium	Abilene	Waco Robinson	72	\$0.00	[Go]

SCHEDULE – ATTACH

The Attach function allows you to keep track of a particular team throughout the year. To use this function, click on the “attach” link.

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SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN | SCHEDULE | EVALUATIONS | PAYMENTS | BLOCKS | LISTS | MYREFEREE | PROFILE

CALENDAR | SELF ASSIGN | ATTACH

Add Attachments Submit Exit

Select the sport, level, and team to view their game schedule:

Sport: **BASEBALL** Level: **5A/4A H.S.** Team: **A&M Consolidated**

Game	Date & Time	Site	Home	Away	Attach
------	-------------	------	------	------	--------

Submit Exit

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Once the page is displayed, you must select a “SPORT” in which you are interested, if there is more than one option.

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN | SCHEDULE | EVALUATIONS | PAYMENTS | BLOCKS | LISTS | MYREFEREE | PROFILE

CALENDAR | SELF ASSIGN | ATTACH

Add Attachments Submit Exit

Select the sport, level, and team to view their game schedule:

Sport: **BASEBALL** Level: **5A/4A H.S.** Team: **A&M Consolidated**

Game	Date & Time	Site	Home	Away	Attach
------	-------------	------	------	------	--------

Submit Exit

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You should then select a “LEVEL” for the sport selected. (The “level” in which that team plays)

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN | SCHEDULE | EVALUATIONS | PAYMENTS | BLOCKS | LISTS | MYREFEREE | PROFILE

CALENDAR | SELF ASSIGN | ATTACH

Add Attachments Submit Exit

Select the sport, level, and team to view their game schedule:

Sport: **BASEBALL** Level: **5A/4A H.S.** Team: **A&M Consolidated**

Game	Date & Time	Site	Home	Away	Attach
5A/4A HS Tourney					
Interschool Scrimmage					
3A/2A/1A H.S					
3A/2A/1A HS Tourney					
JV					
JV Tourney					
Freshman					
Freshman TOURNEY					
HS Playoff-2					
HS Playoff-3					
HS Playoff-4					

Submit Exit

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ArbiterSports

After selecting the level, you then select the specific team in which you are interested.

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN | SCHEDULE | EVALUATIONS | PAYMENTS | BLOCKS | LISTS | MYREFEREE | PROFILE

CALENDAR | SELF ASSIGN | ATTACH

Add Attachments Submit Exit

Select the sport, level, and team to view their game schedule:

Sport: **BASEBALL** Level: **5A/4A H.S.** Team: **A&M Consolidated**

Game	Date & Time	Site	Home	Away	

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Once a selection is made, then a screen will be displayed with all of the available information concerning that team. You can then “attach” yourself to one or more games by putting a checkmark in the box on the right hand side of the page. Then click the SUBMIT button to finalize the “attachment”. If you later decide you no longer wish to be attached to a particular game or games, just remove the checkmark and click on the SUBMIT button.

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN | SCHEDULE | EVALUATIONS | PAYMENTS | BLOCKS | LISTS | MYREFEREE | PROFILE

CALENDAR | SELF ASSIGN | ATTACH | MASTER SCHEDULE

Add Attachments Submit Exit

Select the sport, level, and team to view their game schedule:

Sport: **BASEBALL** Level: **5A/4A H.S.** Team: **Bastrop** Team Details

Game	Date & Time	Site	Home	Away	Attach
1100	3/5/2009 Thu 1:00 PM	Vista Ridge Tourney	Vista Ridge	Bastrop	<input type="checkbox"/>
1109	3/6/2009 Fri 10:00 AM	Vista Ridge Tourney	Lake Travis	Bastrop	<input type="checkbox"/>
1067	3/6/2009 Fri 7:00 PM	Stony Point Tourney	Stony Point	Bastrop	<input type="checkbox"/>
1096	3/7/2009 Sat 1:00 PM	Westlake Tourney	Midland Christian	Bastrop	<input type="checkbox"/>
291	4/7/2009 Tue 7:00 PM	Bastrop	Bastrop	Pflugerville	<input type="checkbox"/>
292	4/17/2009 Fri 7:00 PM	Bastrop	Bastrop	Anderson	<input type="checkbox"/>
293	4/24/2009 Fri 7:00 PM	Bastrop	Bastrop	Akins	<input type="checkbox"/>

Submit Exit

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EVALUATIONS TAB

EVALUATIONS – EVALUATE OFFICIALS

Selecting the Evaluate Officials tab will open the page shown below.

ArbiterSports

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE **EVALUATIONS** PAYMENTS BLOCKS LISTS MYREFEREE PROFILE

EVALUATE OFFICIALS VIEW RESPONSES SELECT GAMES

Evaluation Reports

Exit

Evaluation Report Name

Peer Feedback

Exit

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The Austin Baseball Umpires Association has established a Peer Feedback system to allow officials to provide to other officials with whom they have called games. All responses are anonymous. Reports are compiled twice during the high school season for review by the officials to whom the feedback was provided.

Clicking on PEER FEEDBACK will open the page shown on the right. The default date range is the past week from the current date. You can change the date range by changing the dates on the left hand side of the page and then clicking on GO (just below the date range).

ArbiterSports

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE **EVALUATIONS** PAYMENTS BLOCKS LISTS MYREFEREE PROFILE

EVALUATE OFFICIALS VIEW RESPONSES SELECT GAMES

Date Range

From 1/12/2010
To 1/20/2010

GO

Display

Exit

Exit

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If there are games for which you can provide feedback, they will be listed as shown on the right.

To provide feedback to another official, click on the red A+ on the right side of the game information. This will bring up the Peer Evaluation form.

ArbiterSports

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE **EVALUATIONS** PAYMENTS BLOCKS LISTS MYREFEREE PROFILE

EVALUATE OFFICIALS VIEW RESPONSES SELECT GAMES

Date Range

From 3/12/2009
To 3/20/2009

GO

Display

Exit

Official	Position	Game	Date & Time	Sport & Level	Report	Evaluate
Peter Hays	UMP 1	219	3/12/2009 Thu 9:30 AM	BASEBALL & 5A/4A HS Tourney	Peer Feedback	A+
Gary Mercer	UMP 1	221	3/12/2009 Thu 2:30 PM	BASEBALL & 5A/4A HS Tourney	Peer Feedback	A+
Rodney Langford	UMP 1	9921	3/12/2009 Thu 3:00 PM	BASEBALL & 5A/4A H.S.	Peer Feedback	A+
Carl Floto	UMP 2	249	3/13/2009 Fri 9:30 AM	BASEBALL & 5A/4A HS Tourney	Peer Feedback	A+
Stephen Prentice	UMP 1	919	3/17/2009 Tue 7:00 PM	BASEBALL & 5A/4A H.S.	Peer Feedback	A+
Rodger Claycomb	UMP 2	9951	3/18/2009 Wed 7:00 PM	BASEBALL & 5A/4A H.S.	Peer Feedback	A+

Exit

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Complete the form with your feedback. **NOTE:** Written comments are generally much more meaningful than just simply putting numerical scores for each of the criteria.

Clicking on any criteria names will cause a popup window to appear with additional information about that criteria (ratings, more detailed description of what it means, etc.)

Weight	Criteria	Score	Comment
5%	Did your partner and you make contact at least 3 days before the game (or as soon as one of you got the assignment)? NOTE: 1=NO 5=YES	<input type="text"/>	<input type="text"/>
5%	Was your partner on time (at least 30 minutes before game time)? NOTE: 1=NO 3=NO, but he called and told me he was going to be delayed 5=YES	<input type="text"/>	<input type="text"/>
10%	Pre/Post Game Communications	<input type="text"/>	<input type="text"/>
10%	Appearance / Field Presence	<input type="text"/>	<input type="text"/>
10%	Knowledge and Application of rules	<input type="text"/>	<input type="text"/>
10%	Mechanics (communications/rotations)	<input type="text"/>	<input type="text"/>
10%	Plate mechanics (stability/consistency)	<input type="text"/>	<input type="text"/>
10%	Judgment	<input type="text"/>	<input type="text"/>
10%	Timing	<input type="text"/>	<input type="text"/>
10%	Hustle	<input type="text"/>	<input type="text"/>
10%	Game management	<input type="text"/>	<input type="text"/>

EVALUATIONS – VIEW RESPONSES

Responses are generally compiled by the evaluation committee twice during the high school season, and once or twice during the “summer” season. If not enough feedback forms have been completed to ensure the anonymity of the feedback providers, no reports will be compiled.

If reports are ready for your review, they will be listed on this page. Selecting the Evaluation Report Name will allow you to see the report with additional details, including all comments provide by other officials.

EVALUATIONS – SELECT GAMES

Use of this section is limited to those members who are designated as Observers or Evaluators.

PAYMENTS TAB

PAYMENTS – REFPAY

If RefPay is used, you will be able to log in here. RefPay is not used by the ABUA.



The screenshot shows the ArbiterSports website interface. At the top, there's a navigation bar with links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this, the user's name 'Ken Williams (Official)' and 'Austin TASO - Baseball' with 'Group ID: 101397' are displayed. The main menu includes: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS (selected), BLOCKS, LISTS, MYREFEREE, and PROFILE. Under the PAYMENTS tab, there are sub-tabs: REFPAY (selected), PAYSHEETS, and INVOICES. The RefPay section has a heading 'RefPay' and the RefPay logo. Below the logo is a link 'Click RefPay logo to Login'. A message says 'Please enter your RefPay account information'. There are input fields for 'RefPay Username' and 'RefPay Account #', and a 'Group' dropdown menu. At the bottom, there are links for 'About | Contact | Privacy' and a copyright notice '© 2009 ArbiterSports'.

PAYMENTS – PAY SHEETS

Pay sheets are used primarily for “summer ball”. To assist the officials and leagues, the ABUA collects the game fees from the leagues and passes it on to the members. A pay sheet is created each month to detail which games were worked, how the games were paid (paid at the plate or paid through ABUA), the amount of dues which the official owes, and any travel fees due to the official. These pay sheets can be reviewed by the official by going to the Payments – Pay Sheets page, as shown below.

The screenshot shows the ArbiterSports website interface for the 'Pay Official' page. At the top, there's a navigation bar with links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this, the user's name 'Ken Williams (Official)' and 'Austin TASO - Baseball' with 'Group ID: 101397' are displayed. The main menu includes: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS (selected), BLOCKS, LISTS, MYREFEREE, and PROFILE. Under the PAYMENTS tab, there are sub-tabs: REFPAY, PAYSHEETS (selected), and INVOICES. The 'Pay Official' section has a heading 'Pay Official' and an 'Exit' button. Below the heading is a table titled 'Paysheets'. The table has columns: All, Official, Check #, Date, Amount, and View. There are two rows of data: one for 'Williams, Ken' with a check number of 104 and a date of 12/31/2009, and another for 'Williams, Ken' with a check number of -90.00 and a date of 1/18/2010. Below the table is a 'Calculate' button. At the bottom, there is a 'Print Paysheets' button and an 'Exit' button. At the very bottom, there are links for 'About | Contact | Privacy' and a copyright notice '© 2009 ArbiterSports'.

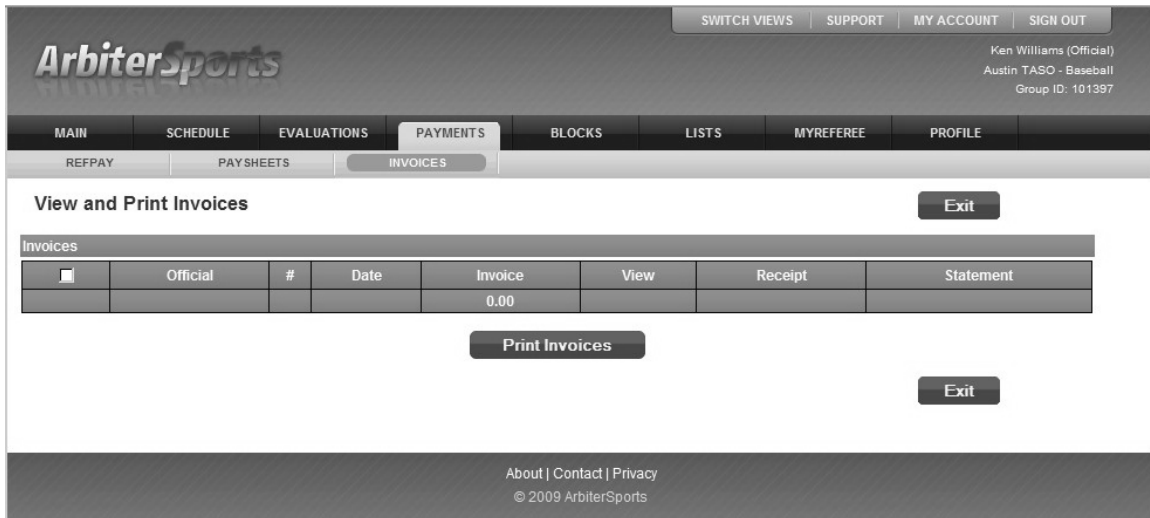
All	Official	Check #	Date	Amount	View
<input type="checkbox"/>	Williams, Ken	104	12/31/2009	1,819.25	
<input type="checkbox"/>	Williams, Ken		1/18/2010	-90.00	

Individual pay sheets can be reviewed by selecting either the DATE view () or the LEVEL View () icon on the right hand side of the screen. The DATE view is a detailed game-by-game accounting of your games worked. The LEVEL view is a summary accounting of your games worked by Sport and Level only.

Pay sheets can be printed out by placing a checkmark in the box on the left side of the screen next to each pay sheet you want to print. When you have finished selecting the pay sheets you want to print, click the PRINT PAYSHEETS button.

PAYMENTS – INVOICES

Invoices are shown on this page, if any have been generated. Invoices might be generated for money owed for dues, fines, equipment, or other items. If invoices have been generated, they can be viewed and printed from this page.



ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN | SCHEDULE | EVALUATIONS | **PAYMENTS** | BLOCKS | LISTS | MYREFEREE | PROFILE

REFPAY | PAYSHEETS | **INVOICES**

View and Print Invoices [Exit](#)

Invoices

<input type="checkbox"/>	Official	#	Date	Invoice	View	Receipt	Statement
				0.00			

[Print Invoices](#)

[Exit](#)

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BLOCKS TAB

BLOCKS – DATES

The DATES section is the **MOST IMPORTANT** feature of Arbiter for umpires !!!

The Assigner relies on this function to assign games and to determine who is available if an umpire is needed on short notice.

Your calendar can be modified at any time, and the changes are effective immediately. This means that you can keep your availability current as events change in your life or work. **IT IS CRITICAL THAT YOU KEEP YOUR CALENDAR CURRENT !!**

When you click on the DATES link, you will see the screen below. There are several items of importance on this page concerning how you input data and change your schedule.

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN | SCHEDULE | EVALUATIONS | PAYMENTS | **BLOCKS** | LISTS | MYREFEREE | PROFILE

DATES | TEAMS | PARTNERS | TRAVEL LIMITS | SUMMARY

Action

- ☒ View Schedule
- ☐ Block All Day
- ☐ Block Part Day
- ☐ Clear Blocks
- ☐ Add Notes

Reports

Calendar

Legend

- ☒ Assigned Game
- ☐ Attached Game
- ☐ Pending Game
- ☒ Full Day Block
- ☐ Part Day Block
- ☐ Open Day

Calendar
Action - "View Schedule"

Time Range

From: 8:00 AM
To: 5:00 PM

Date Range

From:
To:
Apply

S M T W T F S

Month: Jan 2010

January 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

1/19/2010 - Games and Blocks

Delete Note

Group	Games/Blocks	Status	From	To	Site/Created	Firm
-------	--------------	--------	------	----	--------------	------

Exit

First, you must make sure you are looking at the correct month that you want to view/change. (The default is the current month). To change the month, click on the MONTH tab and then select the month you want view/change.

When the correct month is displayed, you will see color-coded displays of your calendar. The legend for these codes is located on the left side of the screen.

The calendar shows games accepted, games pending, “attached” games (games/teams in which you have a special interest, but are not assigned), partial and full-day blocks, and days for which you are unassigned and available (open days).

ACTION

The **ACTION** section is where you can make changes to your availability. You will use this section often, so learn how to use it. **PAY PARTICULAR ATTENTION TO THE NEXT SEVERAL SECTIONS AS IT IS EASY TO FOUL UP YOUR SCHEDULE IF YOU ARE NOT CAREFUL WITH HOW YOU MAKE CHANGES !!**

There are four “actions” available.

- View Schedule (look by month or day, but no changes are made)
- Block All Day (when this box is checked, EACH day you click on is blocked for the entire 24-hour period)
- Block Part Day (when this box is checked, EACH day you click on is blocked for the time period shown in the “TIME RANGE”)
- Clear Blocks (when this box is checked, EACH day you click on will have all blocks DELETED. Once deleted, you have to re-enter them.....there is NOT an “undo” feature)
- Add Notes (when this box is checked, a “notes” form is displayed each time you click on a day to add a block.)

NOTE: Just above the “Time Range” is an indicator of what “Action” is going to be taken if you click on a date. Check this BEFORE you click on a date to make sure the correct action is being taken !!

BLOCK ALL DAY

This function is generally used when you are out-of-town or can't work that day at all (anniversaries, birthdays, etc.). To block a date ALL DAY:

1. Click on BLOCK ALL DAY
2. Click on the appropriate date
 - a. The date will turn RED, indicating that you do not want an assignment that day, regardless of the time

BLOCK PART DAY

This function is used to block out times when you cannot work, but show you as available for other times during the day. For example, you can block out all or part of your workday so you don't get morning or early afternoon games during tournament season, but still remain available for games later in the day or evening. You could also block out an evening when you have something else to do, but want to remain available for a game earlier in the day. It is probably the MOST USED section of the calendar.

To block out a partial day:

1. Click on Block Part Day
2. Set the Time Range you want to BLOCK
 - a. The default is 8:00am to 5:00pm
 - b. If you click on a date BEFORE changing this time, you will block out the default time
3. Click on the date for which you want to block out specific times
 - a. The date will turn ORANGE to indicate a partial day block
4. If you make a mistake
 - a. Click on the Trashcan to the left of the blocked time you want to remove
 - b. Set the Time Range to the time you DO want to block, and click on the date again.
5. It is possible to block multiple times during a day (e.g.: 8:00am to 11:00am and 6:00pm to 9:00pm)
 - a. Click on Block Part Day
 - b. Set the Time Range to the first time you want to block in the Time Range and click on the appropriate date
 - c. Set the Time Range to the second time you want to block and click on the date again
 - d. Both times will now show as blocked

CLEAR BLOCKS

There are two ways to clear blocks.

1. Under VIEW SCHEDULE, select the day for which you want to remove the blocks.
 - a. Click on the trashcan for the block you want to remove
2. Click on the CLEAR BLOCKS feature
 - a. Each time you click on a date, ALL blocks for that day will be removed

Calendar

Action - "Block Part Day"

Time Range: From 6:00 PM To 10:00 PM

Date Range: From To Apply

Month: Jan 2010

Legend: Assigned Game, Attached Game, Pending Game, Full Day Block, Part Day Block, Open Day

Action - "Block Part Day"

January 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

1/26/2010 Games and Blocks

Group	Games/Blocks	Status	From	To	Sites/Created	Item
101397	BLOCKED		8:00 AM	1:00 PM		
101397	BLOCKED		6:00 PM	10:00 PM		

Page

BLOCK or UNBLOCK MULTIPLE DAYS/DATES

It is possible to block out (or clear blocks) for an entire range of days or dates in Arbiter.

1. Click on the function (Block All Day, Block Partial Day, or Clear Blocks) that you wish to perform.
 - a. If it is a Partial Day Block, set the Time Range that you wish to block
2. Set the Date Range (From and To) that you want to block out dates or clear all blocks
 - a. Click on the calendar icon at the left side of the FROM or TO field
3. Select the DAYS OF THE WEEK you want to block or clear blocks within the time period selected
 - a. All seven days for vacations, etc.
 - b. Monday through Friday for standard work week
 - c. Just certain days (for school, work schedules, etc.)
4. Click the APPLY button
 - a. The dates and days selected will be blocked or cleared of all blocks, depending upon your selection of "Actions"

The screenshot shows the 'Action - "Block Part Day"' window. On the left is a sidebar with 'Action' (Block All Day, Block Partial Day, Clear Blocks, Add Notes), 'Reports' (Calendar, Legend, Assigned Game), and 'Legend' (Attached Game, Pending Game, Full Day Block, Part Day Block, Open Day). The main area shows a 'Time Range' from 6:00 PM to 10:00 PM and a 'Date Range' section with 'From' and 'To' fields, each with a calendar icon, and a 'Date Range' dropdown with days of the week. The 'Apply' button is circled in red. Below is a calendar for January 2010.

January 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

REPORTS

The reports function allows you print out a report of your calendar showing games accepted, games pending, and all blocked dates and times. This is especially useful for reviewing your blocks before you make changes, or after you have made changes to make sure you got them entered correctly !!

The screenshot shows the 'Action - "Block Part Day"' window. The 'Reports' button in the sidebar is circled in red. The main area shows the same 'Block Part Day' window as above, but with the 'Reports' button highlighted. Below is a calendar for January 2010.

January 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

To obtain a printed report, select the “Calendar” function under Reports. The following screen will then be displayed.

1. Set the date range for which you wish to obtain a printed report. The default is the current month.
2. Once you have set the date range, select the **FORMAT** of the report you would like. There are several options for report formats:

- b. Adobe Acrobat (default file type)
- c. Excel
- d. Word / Rich Text format
- e. Plain Text
- f. HTML
- g. Tagged Image Format (TIFF picture format)

3. Click the **PRINT** button

Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

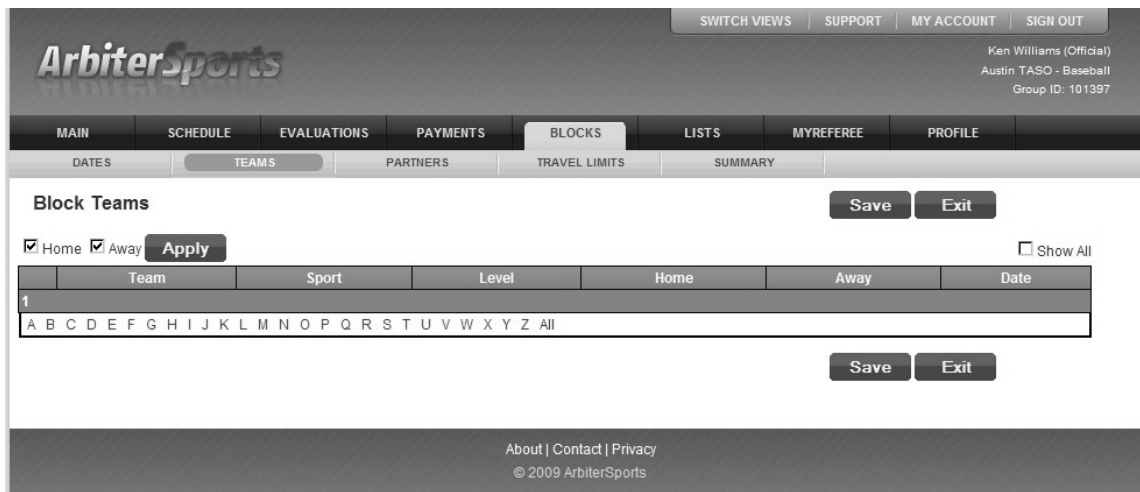
These reports do not print out a calendar, but simply show the dates and blocked times for each date. This allows you to verify the accuracy of what you entered.

Calendar					
Ken Williams					
January 2010					
Jan 15	BLOCKED	12:00 AM	11:59 PM	Jan 23	BLOCKED 12:00 AM 11:59 PM
Jan 16	BLOCKED	12:00 AM	11:59 PM	Jan 30	BLOCKED 12:00 AM 11:59 PM
Jan 17	BLOCKED	12:00 AM	11:59 PM		

BLOCKS - TEAMS

This function is used to block out teams for whom you do not desire, or cannot, call games. **The TASO Conflict of Interest policy sets out 5 specific reasons for an official to NOT call games for certain schools.** If you meet the criteria for ANY of these reasons, you should BLOCK OUT all of that school's teams (JV, Freshman, and Varsity) to avoid any hint of conflict of interest. We have plenty of other schools to which we can send you.

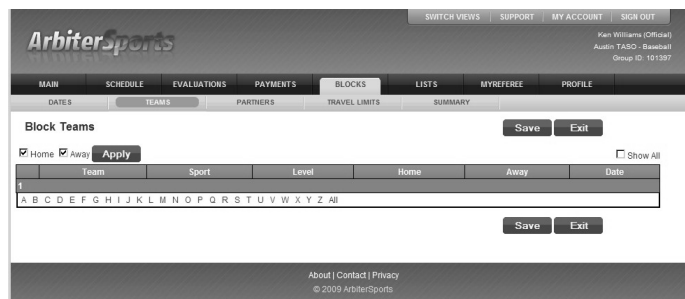
When you select BLOCK – TEAMS, you will see the screen shown below. This screen allows you manage your team blocks including adding and deleting teams.



The screenshot shows the 'Block Teams' interface in the ArbiterSports system. At the top, there's a navigation bar with 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS' (selected), 'LISTS', 'MY REFEREE', and 'PROFILE'. Below this is a sub-navigation bar with 'DATES', 'TEAMS' (selected), 'PARTNERS', 'TRAVEL LIMITS', and 'SUMMARY'. The main content area is titled 'Block Teams' and includes a 'Save' button and an 'Exit' button. There are checkboxes for 'Home' and 'Away' (both checked) and an 'Apply' button. A 'Show All' checkbox is on the right. Below these is a table with columns: Team, Sport, Level, Home, Away, and Date. The table is currently empty, with a row of letters (A-Z) and 'All' for selection. At the bottom, there are 'Save' and 'Exit' buttons. The footer contains 'About | Contact | Privacy' and '© 2009 ArbiterSports'.

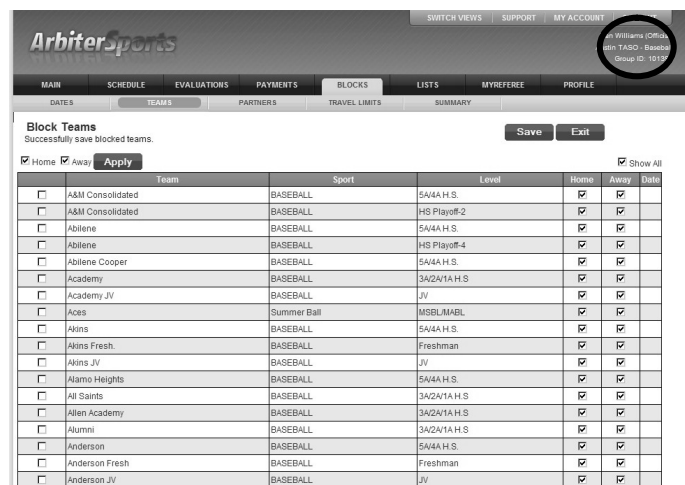
To ADD a team

1. Click on “SHOW ALL” at the RIGHT side of the columns row.



This screenshot is identical to the previous one, but the 'Show All' checkbox on the right side of the table is now checked, indicating that all teams are being displayed.

2. This will bring up a team list screen.



This screenshot shows the 'Block Teams' interface after clicking 'Show All'. The table now displays a list of teams with their respective sports and levels. The 'Home' and 'Away' columns have checkboxes for each team. The 'Date' column is empty. The 'Show All' checkbox is still checked. The footer contains 'About | Contact | Privacy' and '© 2009 ArbiterSports'.

Team	Sport	Level	Home	Away	Date
<input type="checkbox"/> A&M Consolidated	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> A&M Consolidated	BASEBALL	HS Playoff-2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Abilene	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Abilene	BASEBALL	HS Playoff-4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Abilene Cooper	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Academy JV	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Acres	Summer Ball	MSBL/MABL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Alvin	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Alvin Fresh	BASEBALL	Freshman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Alvin JV	BASEBALL	JV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Alamo Heights	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> All Saints	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Allen Academy	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Alumni	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Anderson	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Anderson Fresh	BASEBALL	Freshman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Anderson JV	BASEBALL	JV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

3. You can navigate to a specific team/school name by clicking on the first letter of their name at the bottom of the list.
4. You can navigate to the next page, or a specific page, by clicking on the page number at the bottom of the screen.
5. Place a checkmark by the team and level (Varsity, JV, Freshman) that you wish to block. If a school has MORE than one team, you will need to follow this procedure for EACH team (e.g.: JV & Varsity) that they have.
6. Once you have selected teams to block, click on SAVE to apply the block.

<input type="checkbox"/>	Alamo Heights	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	All Saints	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Allen Academy	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Alumni	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Anderson	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Anderson Fresh	BASEBALL	Freshman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Anderson JV	BASEBALL	JV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Angels	Summer Ball	MSBL/MABL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Antonian	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ...
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

ArbiterSports

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MY REFEREE PROFILE

DATES TEAMS PARTNERS TRAVEL LIMITS SUMMARY

Block Teams
Successfully save blocked teams.

Save Exit

☒ Home ☒ Away Apply ☐ Show All

Team	Sport	Level	Home	Away	Date
<input type="checkbox"/> A&M Consolidated	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> A&M Consolidated	BASEBALL	HS Playoff-2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Abilene	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Abilene	BASEBALL	HS Playoff-4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Adkins Cooper	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Academy	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Academy JV	BASEBALL	JV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Aces	Summer Ball	MSBL/MABL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Atkins	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Atkins Fresh	BASEBALL	Freshman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Atkins JV	BASEBALL	JV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Alamo Heights	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> All Saints	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Allen Academy	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Alumni	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Anderson	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Anderson Fresh	BASEBALL	Freshman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Anderson JV	BASEBALL	JV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Angels	Summer Ball	MSBL/MABL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ...
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Save Exit

7. Blocked teams will now be shown on the initial screen and will be at the top of the page when you put a checkmark in SHOW ALL.
8. Follow this procedure if you need to add blocks for teams at any time during the season.

ArbiterSports

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MY REFEREE PROFILE

DATES TEAMS PARTNERS TRAVEL LIMITS SUMMARY

Block Teams
Save Exit

☒ Home ☒ Away Apply ☒ Show All

Team	Sport	Level	Home	Away	Date
<input checked="" type="checkbox"/> Atkins	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/19/2010
<input checked="" type="checkbox"/> Atkins Fresh	BASEBALL	Freshman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/19/2010
<input checked="" type="checkbox"/> Atkins JV	BASEBALL	JV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/19/2010

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ...
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Save Exit

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To DELETE or EDIT a Block for a Team

1. Open the BLOCK – TEAMS page.
2. To DELETE a Block, remove the checkmark beside the team name(s) and level on the left side of the columns. Then click SAVE
3. To EDIT a Block – You can change whether you block both Home and Away games (default), or just Home OR Away games. Remove/Add the checkmark as needed and then click SAVE

ArbiterSports

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MY REFEREE PROFILE

DATES TEAMS PARTNERS TRAVEL LIMITS SUMMARY

Block Teams
Save Exit

☒ Home ☒ Away Apply ☐ Show All

Team	Sport	Level	Home	Away	Date
<input checked="" type="checkbox"/> Atkins	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/19/2010
<input checked="" type="checkbox"/> Atkins Fresh	BASEBALL	Freshman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/19/2010
<input checked="" type="checkbox"/> Atkins JV	BASEBALL	JV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/19/2010

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ...
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Save Exit

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BLOCKS – PARTNER

This function allows you to block (scratch) a specific official with whom you do NOT want to call games. Selecting the Blocks-Partner function brings up the screen shown below.

ArbiterSports

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** LISTS MYREFEREE PROFILE

DATES TEAMS PARTNERS TRAVEL LIMITS SUMMARY

Block Teams
Successfully save blocked teams. **Save** **Exit**

☒ Home ☒ Away **Apply** ☐ Show All

	Team	Sport	Level	Home	Away	Date
1						
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All						

Save **Exit**

To ADD a partner to the block (scratch) list

1. Put a checkmark in the SHOW ALL box on the right side of columns listing.
2. This will bring up the list of officials for this association
3. Place a checkmark next to the name of any official with whom you do NOT want to call games.
4. You can navigate through the list by using the numbers (to scroll from page to page or go to a specific page) or the letters (to go to a list of officials whose last name begins with that letter).
5. Once you have selected the officials you wish to scratch (block), click on SAVE to apply the block.

Block Teams
Successfully save blocked teams. **Save** **Exit**

☒ Home ☒ Away **Apply** ☐ Show All

	Team	Sport	Level	Home	Away	Date
1						
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All						

ArbiterSports

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** LISTS MYREFEREE PROFILE

DATES TEAMS **PARTNERS** TRAVEL LIMITS SUMMARY

Block Partners **Save** **Exit**

☒ Show All

	Partner	Date
<input type="checkbox"/>	Beaty, Rick	
<input type="checkbox"/>	Beene, William	
<input type="checkbox"/>	Begley, Jim	
<input type="checkbox"/>	Bell, Daniel	
<input type="checkbox"/>	Bray, David	
<input type="checkbox"/>	Brochi, Paul	
<input type="checkbox"/>	Brooks, Andrew	
<input type="checkbox"/>	Brown, Mitchell	
<input type="checkbox"/>	Burges, Daniel	
<input type="checkbox"/>	Burrows, Bryan	

1 2 3 4 5 6 7 8 9 10 11 12 13

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Save **Exit**

To DELETE a Block for an official

1. Open the BLOCK – PARTNERS page.
2. To DELETE a Block, remove the checkmark beside the official's name(s) on the left side of the columns. Then click SAVE

Partner	Date
1. CenTen	1/20/2010
2. CenTen	1/20/2010

BLOCKS – TRAVEL LIMITS

This feature works in conjunction with the Calendar feature for assignment of games. It allows you to set mileage limits (that is travel no more than XXX miles from your point of departure) to get to a game. *Setting this limit too low can, however, limit the number of game assignments that you may receive.* A setting of 999 means you will go anywhere we have a game.

Departure points are by ZIP CODE rather than a specific address and do NOT take into account travel routes. They are “direct line” (as the crow flies) from the departure zip code to the destination zip code.

You can set departure zip codes differently for each day of the week. This allows you to use your home zip code for days off and your office zip code for work days. It is highly advisable to set the zip codes by day of the week for where you expect to be on those days to facilitate game assignment.

Selecting the Travel Limits function will bring up the screen shown below:

Day	PostalCode	Distance
Sunday	Dripping Springs, TX 78620	999
Monday	Dripping Springs, TX 78620	999
Tuesday	Dripping Springs, TX 78620	999
Wednesday	Dripping Springs, TX 78620	999
Thursday	Dripping Springs, TX 78620	999
Friday	Dripping Springs, TX 78620	999
Saturday	Dripping Springs, TX 78620	999

To EDIT Travel Limits

1. Click on the Pencil on the left side of the DAY OF THE WEEK that you want to edit

<input type="checkbox"/>	Day	PostalCode	Distance
<input type="checkbox"/>	Sunday	Dripping Springs, TX 78620	999
<input checked="" type="checkbox"/>	Monday	Austin, TX 78701	999
<input type="checkbox"/>	Tuesday	Austin, TX 78701	999
<input type="checkbox"/>	Wednesday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Thursday	Elgin, TX 78621	999
<input type="checkbox"/>	Friday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Saturday	Dripping Springs, TX 78620	999

2. This will put that day of the week in the EDIT mode

<input type="checkbox"/>	Day	PostalCode	Distance
<input type="checkbox"/>	Sunday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Monday	Dripping Springs, TX 78620	999
<input checked="" type="checkbox"/>	Tuesday	Dripping Springs, TX 78620	999
<input checked="" type="checkbox"/>	Wednesday	78620	999
<input type="checkbox"/>	Thursday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Friday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Saturday	Dripping Springs, TX 78620	999

3. Change the ZIP CODE and/or DISTANCE as desired

4. Click on the Checkmark on the left side to save the change, click on the X to cancel the changes.

5. You can make changes to **all or a selected group** of days at once by using the check boxes on the left side of the days list.

- a. You can enter/change a zip code (same as "postal code") and apply it to all checked boxes by clicking on APPLY
- b. You can enter/change the distance you are willing to travel by entering the distance and then clicking APPLY.

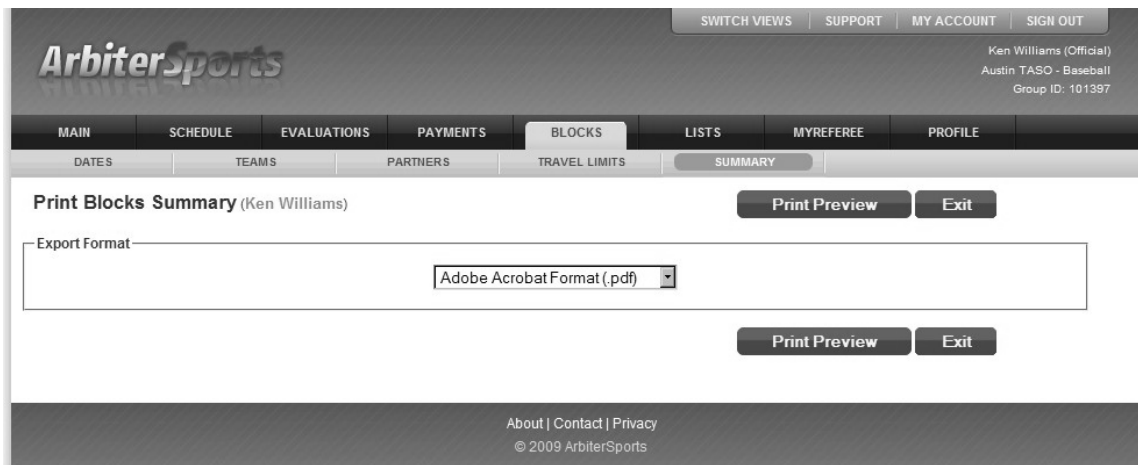
6. You can set the parameters by each day of the week. They do NOT have to be the same for all days. For example, you may live in one zip code, but work in another on certain days. If you would be leaving from a game from your workplace, you can use your workplace zip code for those days, and your home zip code for days when you will be leaving from home.

<input type="checkbox"/>	Day	PostalCode	Distance
<input type="checkbox"/>	Sunday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Monday	Austin, TX 78701	999
<input type="checkbox"/>	Tuesday	Austin, TX 78701	999
<input type="checkbox"/>	Wednesday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Thursday	Elgin, TX 78621	999
<input type="checkbox"/>	Friday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Saturday	Dripping Springs, TX 78620	999

BLOCKS – SUMMARY

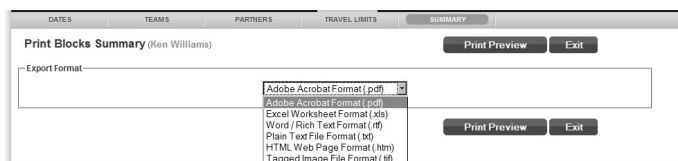
This feature creates a written report of all of your blocks. It is very useful for reviewing before and after you make any changes.

Selecting the Summary feature will bring up the screen shown below:



1. Select the FORMAT of the report you would like. There are several options for report formats:

- Adobe Acrobat (default file type)
- Excel
- Word / Rich Text format
- Plain Text
- HTML
- Tagged Image Format (TIFF picture format)



2. Click the PRINT PREVIEW button

- Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

3. A report of ALL blocks you have entered will be printed.

Official Blocks Summary		
Ken Williams 710 East Creek Drive Dripping Springs, TX 78620		Cellular: 636-6523 Home: 894-0120
Date & Time Blocks		
1/15/2010	Fri	all day
1/16/2010	Sat	all day
1/17/2010	Sun	all day
1/23/2010	Sat	all day
1/30/2010	Sat	all day
Team Blocks		When Home When Away
		None
Partner Blocks		
None		
Day of Week	Postal Code	Travel Limit
Sunday	Dripping Springs, TX 78620	999
Monday	Dripping Springs, TX 78620	999
Tuesday	Dripping Springs, TX 78620	999
Wednesday	Dripping Springs, TX 78620	999
Thursday	Dripping Springs, TX 78620	999
Friday	Dripping Springs, TX 78620	999
Saturday	Dripping Springs, TX 78620	999

LISTS TAB

LISTS – OFFICIALS

This feature provides contact information for the umpires in the Austin Chapter. The list provides phone numbers, email address, and an address as entered by each member. Each member is responsible for keeping their information up-to-date so that they can be contacted by their partners for assigned games.

Selecting this Officials feature will bring up the screen shown below.

The screenshot shows the ArbiterSports web application. At the top, there's a navigation bar with links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this, a user profile for Ken Williams (Official), Austin TASO - Baseball, Group ID: 101397 is displayed. The main navigation menu includes: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS (selected), MY REFEREE, and PROFILE. Under the LISTS tab, there are sub-tabs: OFFICIALS (selected), CONTACTS, SITES, TEAMS, and FORMS. On the left, a sidebar contains a 'Filter' section with a 'Last Name Filter' input and a 'Clear Last Name Filter' button. Below this is a 'Reports' section with checkboxes for 'Normal', 'Not Ready', 'Inactive' (selected), and 'Not Joined'. There's also a 'Display' section with a 'Rows' dropdown set to 25, and a 'Filters' section showing 'None Applied' and a 'Count: 121'. The main area displays a table of officials with columns for 'Full Name' and 'Email'. The table lists 12 officials, each with a checkbox in the first column. The email addresses are listed in the 'Email' column.

	Full Name	Email
<input checked="" type="checkbox"/>	1, CenTen	
<input checked="" type="checkbox"/>	2, CenTen	
<input checked="" type="checkbox"/>	Alford, James	alford@grandecom.net
<input checked="" type="checkbox"/>	Allen, Peter	pallenb@aol.com
<input checked="" type="checkbox"/>	Allen, Ross	coachralen@hotmail.com
<input checked="" type="checkbox"/>	Baker, John	john.r.baker@freescale.com
<input checked="" type="checkbox"/>	Baletka, Mark	homeplateump@hotmail.com
<input checked="" type="checkbox"/>	Barrett, Michael	mjbarrett@mail.utexas.edu
<input checked="" type="checkbox"/>	Bautista, Ron	b_bautista5@yahoo.com
<input checked="" type="checkbox"/>	Bean, Jason	jbeanb@gmail.com
<input checked="" type="checkbox"/>	Beaty, Rick	rbeaty@austin.rr.com
<input checked="" type="checkbox"/>	Begley, Jim	begley.jim@gmail.com
<input checked="" type="checkbox"/>	Bell, Daniel	rr_dan14@yahoo.com
<input checked="" type="checkbox"/>	Bray, David	dvdbr13@yahoo.com
<input checked="" type="checkbox"/>	Brochi, Paul	pbro61@sbcglobal.net

To send an EMAIL to an official, click on the email next to their name. This will bring up a new email using the email program on YOUR computer. Many members use email rather than phone calls to contact their partners for assigned games.

This screenshot is identical to the one above, but with an additional annotation: a black oval is drawn around the email address 'john.r.baker@freescale.com' in the 'Email' column, corresponding to the official 'Baker, John'.

To view additional information about an official, including PHONE NUMBERS, click on the official's name. A popup window will open showing the additional information for that official.

The phone numbers displayed on this screen are in priority order as set by the official. You should always use the phone numbers listed in the order in which they are listed when you try to contact your partner by calling them.

Clicking on the VIEW MAP link will open a new tab or window with a map showing the official's address

An email can be sent from the popup screen by clicking on the email address at the bottom of the screen. The default for the list is all umpires, sorted alphabetically. If you want to see a particular umpire, and you know his/her last name, then you can go that umpire quickly by clicking on the first letter of their LAST NAME on the alphabetic letters at the bottom of the screen.

This will bring up a page(s) of all umpires starting with the letter selected. Then simply scroll down or select the umpire whose information you need to view.

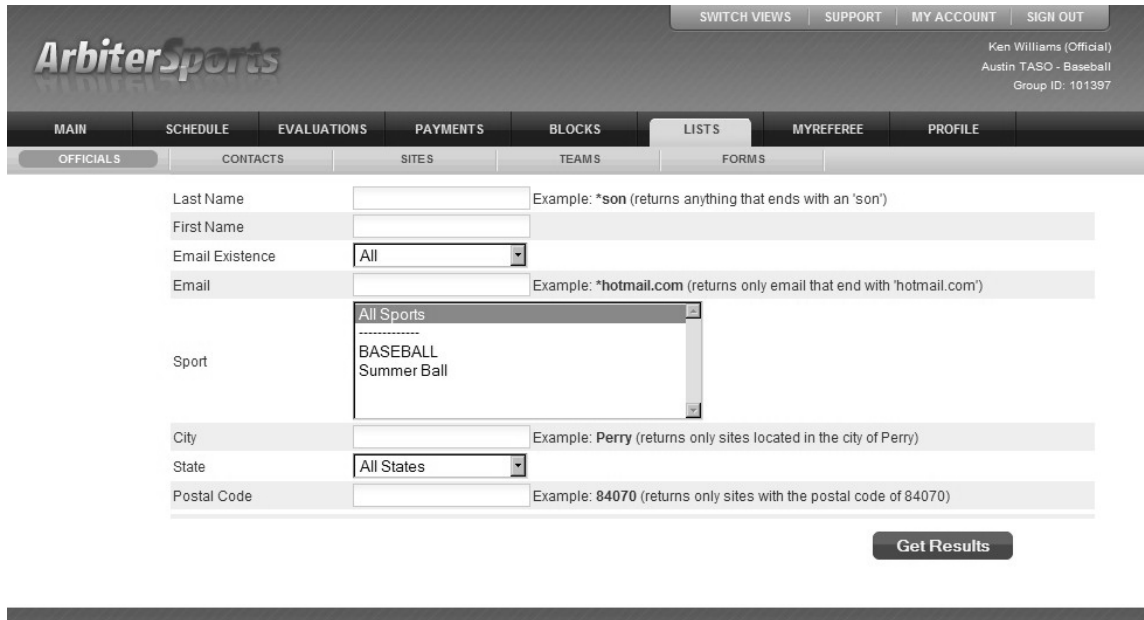
You can view each of the pages of contacts by clicking on the page numbers at the bottom of the screen.



UTILITIES - FILTER

The Filter feature is basically a tool to search the list of officials in the association. Searches can be done using various criteria including last name (whole name or partial name), first name, email address (whole or partial), city, or zip code. Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.



The screenshot shows the ArbiterSports website interface. At the top, there is a navigation bar with links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this, the user's name and role are displayed: Ken Williams (Official), Austin TASO - Baseball, and Group ID: 101397. The main navigation menu includes: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS (highlighted), MYREFEREE, and PROFILE. A secondary menu below LISTS includes: OFFICIALS (highlighted), CONTACTS, SITES, TEAMS, and FORMS. The filter form contains the following fields and options:

- Last Name: Text input field with example: *son (returns anything that ends with an 'son')
- First Name: Text input field
- Email Existence: Dropdown menu with "All" selected
- Email: Text input field with example: *hotmail.com (returns only email that end with 'hotmail.com')
- Sport: Dropdown menu with "All Sports" selected, showing a list of options: BASEBALL, Summer Ball
- City: Text input field with example: Perry (returns only sites located in the city of Perry)
- State: Dropdown menu with "All States" selected
- Postal Code: Text input field with example: 84070 (returns only sites with the postal code of 84070)

A "Get Results" button is located at the bottom right of the form.

LISTS- OFFICIALS - ROSTER

A ROSTER of all officials can be printed out for your files. There may be times when you cannot access the web and need to contact your partner. You should carry a copy of the roster along with your umpire equipment so you will always have access to it when needed.

With as many members as we have, phone numbers (especially cell phones) change frequently. The list is updated by each member, but there is no notification that changes have been made. Therefore, **IT IS HIGHLY RECOMMENDED THAT YOU PRINT OUT A COPY OF THE ROSTER AT LEAST ONCE EACH MONTH.** This will ensure that you have reasonably current roster of contact numbers for the officials with whom you will work.

From the LISTS – OFFICIALS page, select the ROSTER link on the left hand side of the page

The screenshot shows the ArbiterSports website interface. The top navigation bar includes links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is logged in as Ken Williams (Official), Austin TASO - Baseball, Group ID: 101397. The main navigation bar has tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MY REFEREE, and PROFILE. The LISTS tab is active, and the left sidebar shows the ROSTER link selected. The main content area displays a table of officials with columns for Full Name and Email. The table lists 12 officials, including 1. CenTen, 2. CenTen, Alford, James, Allen, Peter, Allen, Ross, Baker, John, Baleka, Mark, Barnett, Michael, Bautista, Ron, Bean, Jason, Beatty, Rick, Begley, Jim, Bell, Daniel, Bray, David, and Brochi, Paul. The table also includes a 'Last Name Filter' and a 'Clear Last Name Filter' button.

Selecting the ROSTER function brings up the screen shown below.

The screenshot shows the ArbiterSports website interface. The top navigation bar includes links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is logged in as Ken Williams (Official), Austin TASO - Baseball, Group ID: 101397. The main navigation bar has tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MY REFEREE, and PROFILE. The LISTS tab is active, and the left sidebar shows the ROSTER link selected. The main content area displays a form for printing the roster. The form includes sections for Export Format (Adobe Acrobat Format (.pdf)), Fields To Include (Address, Phone Numbers, Email), Page Setting (Page Header / Footer), Page Format (Landscape, Portrait), and Page Format (Merge Style, Photo Roster). The Print Preview and Exit buttons are visible at the bottom.

1. Select the **FORMAT** of the report you would like. There are several options for report formats:

- h. Adobe Acrobat (default file type)
- i. Excel
- j. Word / Rich Text format
- k. Plain Text
- l. HTML
- m. Tagged Image Format (TIFF picture format)

2. Select the features you want printed on the report
 - a. Name (Not an option, it is included automatically)
 - b. Address
 - c. Phone Number
 - d. Email (NOT AVAILABLE as an option at this time)
 - e. Page Header & Footer
3. Select the Page Setting (Portrait or Landscape)
4. Set the Page Format for “Merge” if you so desire
5. Click the **PRINT** button
 - a. Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

A sample roster is shown below.

Austin TASO - Baseball		
Darin Stiers (512) 351-2457		
Checkoff Roster of Officials		
1/1/2005		
Name	Address	Phone Numbers
Alford, James	1206 Adrian St., San Marcos, TX 78666	H: 512-353-1576 C: 512-393-7954 W: 512-393-7954
Anders, Randal	7005 Evans Dr., Round Rock, TX 78681	H: 512-341-8335 W: 512-838-0909 C: 512-507-7703
Baletka, Mark	1208 Glen Summer Cove, Austin, TX 78753	H: 834-2332 C: 834-2332 F: 834-1700
Barrett, Mike	3028 Sesbania Drive, Austin, TX 78748	H: 000-280-1559 W: 000-232-2642 C: 000-632-5240
Barrientos, Luis	3604 Fleetwood Dr., Austin, TX 78704	C: 512-924-4252 W: 512-356-1116 H: 512-924-4252
Bell, Daniel	1604 Wheless Ln #101, Austin, TX 78723	H: 512-454-1652 W: 512-476-1111 C: 512-769-6106
Bonan, Mike	7707 S. IH 35 #831, Austin, TX 78744	C: 303 204 5342
Branam, Bryan	4606 Gray Fox Dr., Austin, TX 78759	H: 512-338-0978 C: 925-9739 W: 242-4487
Broad, Tyson	107 E. Luce, Llano, TX 78643	H: 325-247-2301
Brown, Mitchell	19000 E M 150 Driftwood, TX 78619	H: 512-894-0058 C: 426-7388

LISTS – CONTACTS

The Contacts feature provides an alphabetical list of contact persons for the various schools, baseball camps, and/or baseball facilities. It works very similar to the List-Officials feature.

Selecting the Contacts feature will bring up the screen shown below.

Display	Full Name	Email	Phones
<input type="checkbox"/>	Abernathy, Charles	charles.abernathy@nike.com	
<input type="checkbox"/>	Aguirre, Silvano	silvano_aguirre@roundrockisd.org	
<input type="checkbox"/>	Alexander, Barbara	barbara_alexander@roundrockisd.org	512-464-6515 (Work)
<input type="checkbox"/>	Alvarez, Rudy	ralvarez@austinisd.org	414-7363 (Work)
<input type="checkbox"/>	Anderson, Jacob	jlender1@austinisd.org	841-2619 (Work)
<input type="checkbox"/>	Aultman, Thomas	Thomas.Aultman@pflugervilleisd.net	
<input type="checkbox"/>	Bacak, Glenn	bacak@swbell.net	841-2018 (Work)
<input type="checkbox"/>	Banks, Derek	derek_banks03@hotmail.com	257-4122 (Work)
<input type="checkbox"/>	Barker, Coy	coy.barker@leanderisd.org	
<input type="checkbox"/>	Billeaud, Jeremy	jeremy.billeaud@leanderisd.org	
<input type="checkbox"/>	Block, Bobby	robert.block@del-valle.k12.tx.us	
<input type="checkbox"/>	Boggs, Brook	baboggs@yahoo.com	512-663-4694 (Cellular)
<input type="checkbox"/>	Boggs, Tommy	slambaseball40@sbcglobal.net	512-252-0500 (Work)
<input type="checkbox"/>	Bonner, Terry	terry.bonner@dripping-springs.bied.net	
<input type="checkbox"/>	Bradley, S.L.	slbradley@hpbps.org	465-8333 Ext 1111 (Work)
<input type="checkbox"/>	Bratcher, Bart	bart_bratcher@roundrockisd.org	512-464-4151 (Work)
<input type="checkbox"/>	Brown, Billy	bbrown09@yahoo.com	
<input type="checkbox"/>	Brydon, Beck	bbrydon@regents-austin.com	512-899-9563 Ext 149

The phone number displayed on this screen is the primary contact number as set by the individual listed. You should always use this number **FIRST** when you try to contact that individual. Additional contact number, if any, can be seen by clicking on the arrow to the right of the displayed phone number.

Full Name	Email	Address	Phone
Alvarez, Rudy		4103 W. Slaughter Ln., Austin, TX 78703	414-7363 (Work)
Anderson, Mike	mike_anderson@lagovista.bed.net	20801 FM 1431, Lago Vista, TX 78645	512-267-8380 Ext 1221 (Work)
Anderson, Zach		1201 Payton Gin Rd., Austin, TX 78758	841-2519 (Work)
Bacak, Glenn	bacak@swbell.net	1715 Cesar Chavez St., Austin, TX 78703	841-2018 (Work)
Ballou, Pat		1711 F. (Hilltop) Austin, TX 78704	414-7741 (Work)

The default for the list is all contacts, sorted alphabetically. If you want to see a particular contact, and you know his/her last name, then you can go that umpire quickly by clicking on the first letter of their **LAST NAME** on the alphabetic letters at the bottom of the screen.

This will bring up a page(s) of all contacts starting with the letter selected. Then simply scroll down or select the contact whose information you need to view.

All	Full Name	Email	Phones
<input type="checkbox"/>	Wade, Toby	wadet@smba.org	512-393-9134 (Cellular)
<input type="checkbox"/>	Wallace, Danny	wallaced@georgetownisd.org	512-943-5116 (Fax)
<input type="checkbox"/>	Waltz, Heath	heath_waltz@roundrockisd.org	512-644-8663 (Cellular)
<input type="checkbox"/>	Warehime, David	david.warehime@leanderisd.org	
<input type="checkbox"/>	Webb, Bryan	Bryan.Webb@smcisd.net	512-618-8988 (Cellular)
<input type="checkbox"/>	Welma, Pete	welmap@hayscisd.net	512-268-8501 (Work)
<input type="checkbox"/>	Wier, David	wierdavid@aol.com	
<input type="checkbox"/>	Wiley, Justin	jwiley@smithvilleisd.org	
<input type="checkbox"/>	Wilkins, Steven	nwaustinson@gmail.com	512-496-7572 (Cellular)
<input type="checkbox"/>	Wingfield, Jared	jwingfie@eanes.k12.tx.us	512-971-5469 (Cellular)
<input type="checkbox"/>	Worrell, Amanda	aworrell@hccsa.org	2577-4125 (Work)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

You can scroll through all of the pages of contacts by clicking on the page numbers at the bottom of the screen.

UTILITIES - FILTER

The Filter feature is basically a tool to search the list of contacts. Searches can be done using various criteria including last name (whole name or partial name), first name, email address (whole or partial), city, or zip code. Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.

The screenshot displays a web application interface with a top navigation bar containing tabs: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS (selected), MYREFEREE, and PROFILE. Below this is a secondary navigation bar with tabs: OFFICIALS, CONTACTS (selected), SITES, TEAMS, and FORMS. The main content area is titled "Filters" and contains the following search criteria fields:

- Last Name: Text input field with example: *son (returns anything that ends with an 'son')
- First Name: Text input field
- Email: Text input field with example: *hotmail.com (returns only email that end with 'hotmail.com')
- City: Text input field with example: Perry (returns only sites located in the city of Perry)
- State: Dropdown menu currently showing "All States"
- Postal Code: Text input field with example: 84070 (returns only sites with the postal code of 84070)
- Title: Text input field with example: Coa (returns all contacts with title name begin with "Coa")

A "Get Results" button is located at the bottom right of the filter section.

REPORTS

There are no reports or rosters that can be printed from this feature.

LISTS - SITE/CONTACTS

This feature provides contacts for specific facilities and fields where games are worked. Selecting the Sites/Contact feature brings up the screen shown below.

ArbiterSports

[SWITCH VIEWS](#)
[SUPPORT](#)
[MY ACCOUNT](#)
[SIGN OUT](#)

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

[MAIN](#)
[SCHEDULE](#)
[EVALUATIONS](#)
[PAYMENTS](#)
[BLOCKS](#)
[LISTS](#)
[MYREFEREE](#)
[PROFILE](#)

[OFFICIALS](#)
[CONTACTS](#)
[SITES](#)
[TEAMS](#)
[FORMS](#)

[Utilities](#)

Sites/Contacts

Need Help?

Filter

Display
Rows: 25
Save settings
Reset to default

Filters
Reports

Sites CSV file

Name	Phone	Address	Contacts	SubSites
A&M Consolidated		, College Station, TX 77840	0	0
Akins		10701 South 1st St, Austin, TX 78748	1	0
Alice HS		, Alice, TX 78332	0	0
Anderson	512-415-4917	8403 Mesa Dr, Austin, TX 78759	1	0
Austin	512-740-6119	1715 W Cesar Chavez St., Austin, TX 78703	1	0
Balcones		3200 Adelphi Ln, Austin, TX 78727	0	0
Bastrop		800 Lovers Ln, Bastrop, TX 78602	1	0
Bastrop JV Tourney		, Bastrop, TX 78602	2	0
Bastrop Tourney		, Bastrop, TX 78602	0	0
Baylor Univ.		, Waco, TX 76798	0	0
Bechtol-Harper		1100 W Cesar Chavez St, Austin, TX 78703	1	0
Beeville Jones		, Beeville, TX 77888	0	0
Belton HS		, Belton, TX 76513	0	0
Blinn Jr. Col.		, Brenham, TX 77833	0	0
Blossum Stadium		, San Antonio, TX 78200	0	0
Bowie		4103 W Slaughter Ln, Austin, TX 78749	2	0
Brenham Firemen's Park		, Brenham, TX 77833	0	0
Brentwood Christian		11908 N Lamar Blvd, Austin, TX 78753	2	0
Brownwood		, Brownwood, TX 78601	0	0
Brumley		1314 Exposition, Austin, TX 78703	0	0
Bryan		, Bryan, TX 77801	0	0
Burger		3200 Jones Rd, Austin, TX 78745	2	0
Burnet	(512)715-5453	400 E 3rd St, Burnet, TX 78611	0	0

If there is a contact for a particular school or field, then the number of contacts will be displayed in the last column. If the number in the last column is 0, then there is no contact name or number on file for that site.

NOTE: The address shown in the address field, especially for schools, is generally the address of the school, NOT NECESSARILY THE BASEBALL FIELD. If you click on the address, you will be provided with a map to that address or location through Map Quest.
DO NOT RELY ON THESE MAPS TO GET YOU TO THE BASEBALL FIELDS !! USE THE MAPS PROVIDED BY THE CHAPTER FOR THIS PURPOSE.
Baseball fields for several of the schools are nowhere close to the school.

To select a contact, click on the NUMBER at the end of the Site name. This will bring up the contact information, as shown in the example below.

The screenshot shows the ArbiterSports website interface. At the top, there's a navigation bar with links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this, a user profile for Ken Williams (Official) is shown, including 'Austin TASO - Baseball' and 'Group ID: 101397'. A main menu contains links: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, and PROFILE. The main content area is titled 'Contacts for Site (Akins)' and features an 'Exit' button. Below the title is a table with contact information:

Contact	Email	Address	Phones	Email
Velasquez, Steve	svelasqu@austinsisd.org	10701 South 1st Street, Austin, TX 78748	841-9859 (Work)	

Below the table is another 'Exit' button. At the bottom of the page, there are links for 'About | Contact | Privacy' and a copyright notice '© 2009 ArbiterSports'.

UTILITIES – FILTER

The Filter feature is basically a tool to search the list of sites in the database. Searches can use various criteria including site name (whole name or partial name), phone (whole or partial), city, or zip code. Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.

The screenshot shows the 'Filter Sites' utility in the ArbiterSports website. The navigation bar is the same as in the previous screenshot. The main menu now highlights 'LISTS'. Below the main menu, there's a sub-menu with 'OFFICIALS', 'CONTACTS', 'SITES', 'TEAMS', and 'FORMS'. The 'SITES' option is selected. On the left, there's a 'Reports' section with a link to 'Sites CSV file'. The main content area is titled 'Filter Sites' and includes a 'Get Results' button, an 'Exit' button, and a 'Need Help?' link. Below the title is a 'Filters' section with the following fields:

Filters	
Site Name	Example: B* (returns site names that start with an 'B')
Phone	Example: 801* (returns only phones that begin with the area code 801)
City	Example: Perry (returns only sites located in the city of Perry)
State	Example: UT (returns only sites located in the state of Utah)
Postal Code	Example: 84070 (returns only sites with the postal code of 84070)

At the bottom of the filter section are 'Get Results' and 'Exit' buttons.

REPORTS

There are no reports or rosters that can be printed from this feature.

LISTS – TEAMS/CONTACTS

This feature will display a list of baseball teams and the contact or coach for that team, if that information is available. Selecting this feature will bring up the screen shown below.

[SWITCH VIEWS](#)
[SUPPORT](#)
[MY ACCOUNT](#)
[SIGN OUT](#)

Ken Williams (Official)
 Austin TASO - Baseball
 Group ID: 101397

[MAIN](#)
[SCHEDULE](#)
[EVALUATIONS](#)
[PAYMENTS](#)
[BLOCKS](#)
[LISTS](#)
[MY REFEREE](#)
[PROFILE](#)

[OFFICIALS](#)
[CONTACTS](#)
[SITES](#)
[TEAMS](#)
[FORMS](#)

[Utilities](#)

Teams/Contacts
[Need Help?](#)

Filter

Display

Rows:

[Save settings](#)
[Reset to default](#)

Filters

Reports

Teams CSV file

Name	Sport & Level	Travel Limit	Contacts
A&M Consolidated	BASEBALL, 5A/4A H.S.	999	0
A&M Consolidated	BASEBALL, HS Playoff-2	999	0
Abilene	BASEBALL, 5A/4A H.S.	999	0
Abilene	BASEBALL, HS Playoff-4	999	0
Abilene Cooper	BASEBALL, 5A/4A H.S.	100	0
Academy	BASEBALL, 3A/2A/1A H.S.	9999	0
Academy JV	BASEBALL, JV	9999	0
Aces	Summer Ball, MSBL/MABL	999	1
Akins	BASEBALL, 5A/4A H.S.	100	3
Akins Fresh.	BASEBALL, Freshman	9999	4
Akins JV	BASEBALL, JV	9999	4
Alamo Heights	BASEBALL, 5A/4A H.S.	9999	0
All Saints	BASEBALL, 3A/2A/1A H.S.	999	0
Allen Academy	BASEBALL, 3A/2A/1A H.S.	999	0
Alumni	BASEBALL, 3A/2A/1A H.S.	100	0
Anderson	BASEBALL, 5A/4A H.S.	150	3
Anderson Fresh	BASEBALL, Freshman	999	5
Anderson JV	BASEBALL, JV	999	5
Angels	Summer Ball, MSBL/MABL	999	1
Antonian	BASEBALL, 3A/2A/1A H.S.	999	0
Antonian JV	BASEBALL, JV	999	0
Arlington Bowie	BASEBALL, 5A/4A H.S.	999	0
A's	Summer Ball, MSBL/MABL	999	1
Athletics	Summer Ball, MSBL/MABL	999	1

The list shows the Team name, Sport & Level, Mileage Limits (this ties into the Mileage Limits that YOU set under the *BLOCKS* feature). If there is a contact for a particular team, then the number of contacts will be displayed in the last column. If the number in the last column is 0, then there is no contact name or number on file for that site.

To select a contact, click on the NUMBER at the end of the Team name. This will bring up the contact information, as shown in the example below.

Contact	Email	Address	Phones	Email
Velasquez, Steve	svelasqu@austinis.d.org	10701 South 1st Street, Austin, TX 78748	841-9859 (Work)	<input checked="" type="checkbox"/>
Szymarek, Mike	mszymarek@austin.isd.tenet.edu	3200 Jones Rd, Austin, TX 78745	512-414-1048 (Work)	<input checked="" type="checkbox"/>
Fabian, Irene	ifabian@austinis.d.org	3200 Jones Rd, Austin, TX 78745	512-414-1045 (Work)	<input checked="" type="checkbox"/>

UTILITIES – FILTER

The Filter feature is basically a tool to search the list of teams in the database. Searches can use various criteria including Team name (whole name or partial name), Sport Level of Competition, Strength, Site (drop down list of all sites) and Bill To (we do not use this feature). Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.

Filter Sites

Filters

Site Name Example: B* (returns site names that start with an 'B')

Phone Example: 801* (returns only phones that begin with the area code 801)

City Example: Perry (returns only sites located in the city of Perry)

State Example: UT (returns only sites located in the state of Utah)

Postal Code Example: 84070 (returns only sites with the postal code of 84070)

Get Results Exit

REPORTS

There are no reports or rosters that can be printed from this feature.

LIST – FORMS

. If your organization has online forms, they will be listed here for use or downloading.

The screenshot shows the ArbiterSports website interface. At the top, there is a navigation bar with the logo 'ArbiterSports' on the left and links for 'SWITCH VIEWS', 'SUPPORT', 'MY ACCOUNT', and 'SIGN OUT' on the right. Below the logo, the user's name 'Ken Williams (Official)' and their group information 'Austin TASO - Baseball' and 'Group ID: 101397' are displayed. A main menu bar contains links for 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS', 'LISTS', 'MYREFEREE', and 'PROFILE'. Below this, a secondary menu bar includes 'OFFICIALS', 'CONTACTS', 'SITES', 'TEAMS', and 'FORMS', with 'FORMS' being the active selection. The 'Forms' section is currently empty, showing only a header with 'Name' and 'Date' columns. At the bottom of the page, there are links for 'About | Contact | Privacy' and a copyright notice '© 2009 ArbiterSports'.

Name	Date
------	------

MYREFEREE TAB

MYREFEREE – MY REFEREE

My Referee is a service provided by Arbiter to its users at no additional cost. It gives sports officials the chance to access content customized to their needs.

Along with relevant articles selected by sport, MyReferee includes a searchable database containing *Referee* magazine articles. It also includes sports-specific news, updates, quizzes, and other features.



MYREFEREE – PROFILE

This page allows you to create a profile of your sports officiating background and affiliations to better enable MyReferee to tailor content that is suited for your needs. Completing this form is entirely optional.

A screenshot of the 'MyReferee Profile' form. The form is titled 'MyReferee Profile' and has 'Save' and 'Cancel' buttons. It includes sections for 'About You' with checkboxes for 'NASD Member', 'Referee Magazine Subscriber', 'Assigner', and 'Association Officer or Director'. The 'Sports and levels currently officiating' section has a 'Generic Sport' dropdown set to 'Baseball' and a 'Generic Level' section with checkboxes for 'Youth Recreation', 'Intramural', 'Adult Recreation', 'High School', 'Collegiate', and 'Professional'. An 'Add' button is next to the 'Generic Level' section. The 'Selected Generic Sports & Levels' section shows 'Baseball' with 'Youth Recreation', 'Adult Recreation', and 'High School' levels, each with a 'Remove' button. The 'Membership of organizations' section has checkboxes for various organizations like ASA, NFL, AYSO, NFHS, IAHBO, NIRSBA, MLB, NISQA, USBL, USAH, NHA, USAV, NBA, USFF, NCAA, USSF, and 'Other' (checked). There is an 'Opt Out' checkbox at the bottom.

PROFILE TAB

PROFILE - PREFERENCES

This feature allows you to set some basic changes in how information is displayed. There are two sections that need to be checked, and one that needs changing only on an annual basis.

Selecting this option will display the screen shown below.

The screenshot shows the ArbiterSports web interface. At the top, there's a navigation bar with links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this, the user's name 'Ken Williams (Official)' and role 'Austin TASO - Baseball' are displayed, along with a Group ID of 101397. The main navigation menu includes: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, and PROFILE (which is currently selected). Under the PROFILE tab, there are three sub-tabs: PREFERENCES (selected), INFORMATION, and PASSWORD. The 'User Preferences' section is active, showing fields for Time Zone (set to GMT-06:00 Central Time), Page Size (set to 25), Date Range (set to 1/1/2010 to 12/31/2010), and Default Printing Format (set to Adobe Acrobat Format (.pdf)). There are 'Save' and 'Cancel' buttons at the bottom of the form. A 'Need Help?' link with a question mark icon is also present. The footer contains links for About, Contact, and Privacy, and a copyright notice for 2009 ArbiterSports.

CHANGE to “Time Zone” to the time zone in which you are located (e.g.: Central Time)

SET the “Date Range” from January 1st to December 31st of the current year (or whatever your season may be). This only needs to be done once each year. If you do NOT set this date range, then you may see data or schedules from whatever date range IS entered in this field and have to manually change the date range in many other parts of the program.

PROFILE – INFORMATION

This feature provides you with the ability to keep your contact information current. Selecting the feature will display the screen shown below.

The screenshot shows the 'Update My Information' page in the ArbiterSports system. The page has a dark header with the 'ArbiterSports' logo and navigation links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below the header is a navigation bar with tabs: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MY REFEREE, and PROFILE (which is selected). Under the PROFILE tab are sub-tabs: PREFERENCES, INFORMATION (selected), and PASSWORD. On the left side, there are links for Account, Phones, Custom Fields, Picture, Status, and a checkbox for 'Ready' which is checked. The main content area is titled 'Update My Information' and contains several sections: 'User Identification' with fields for First Name (Ken), Middle Name, Last Name (Williams), Suffix, and Email (kwilliams30@austin.rr.com); 'Address' with fields for Address 1 (710 East Creek Drive), Address 2, City (Dripping Springs), State (TX), and Postal Code (78620), and a checkbox for '(Public to other officials and contacts)' which is checked; and 'Other Information' with fields for Official Number (TASO ID: 100491), SSN (XXX-XX-XXXX), TIN, and Date Of Birth (with a calendar icon and format hint '(mm/dd/yyyy)'). There are 'Save' and 'Cancel' buttons at the top right and bottom right of the form.

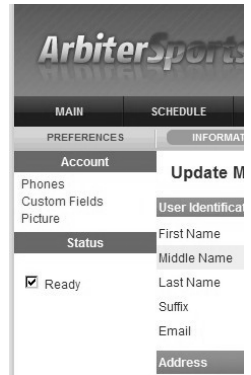
Each field on this page can be edited. The ADDRESS section has an option to allow everyone to see your address, or to restrict to Board Members only. To allow all contacts to see your address, check the box on the right hand side of the ADDRESS label. Unchecking this box will restrict access to the address to assigners only.

NOTE: It is **CRITICAL** that you keep your **email** updated. This is the primary means of communication for the Austin Chapter !!

This is a close-up view of the 'Update My Information' form, focusing on the 'User Identification' and 'Address' sections. The 'User Identification' section includes fields for First Name (Ken), Middle Name, Last Name (Williams), Suffix, and Email (kwilliams30@austin.rr.com). The 'Address' section includes fields for Address 1 (710 East Creek Drive), Address 2, City (Dripping Springs), State (TX), and Postal Code (78620). A checkbox labeled '(Public)' is checked, indicating that the address is visible to all contacts.

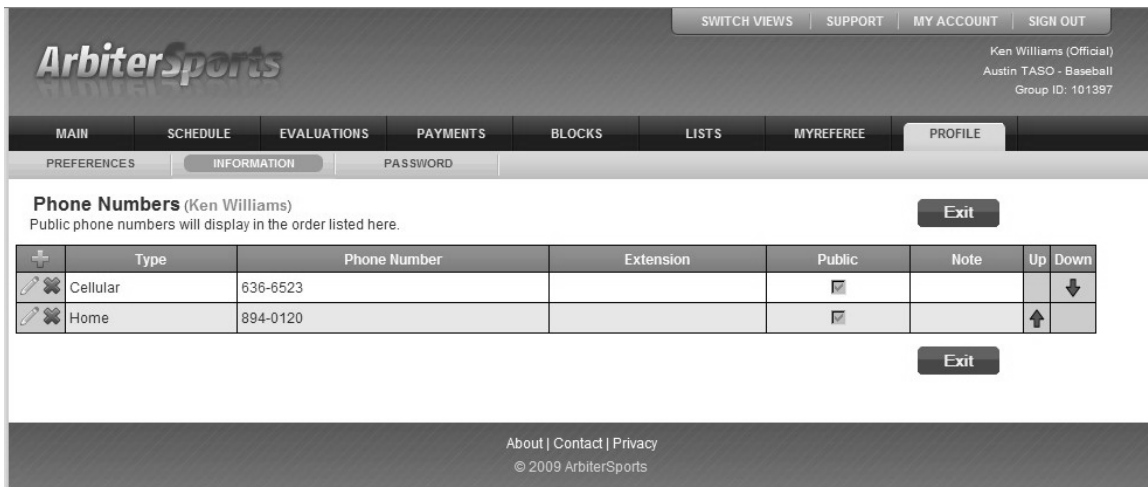
IMPORTANT – IMPORTANT – IMPORTANT – IMPORTANT

Under the STATUS section of the menu, there is a check box that says “READY”. This box tells the database that you are ready to be assigned. **YOU MUST CHECK THE BOX INDICATING THAT YOU ARE READY TO BE ASSIGNED OR THE SYSTEM WILL NOT CONSIDER YOU FOR GAMES !!**



INFORMATION – PHONES

This feature allows you to enter and edit phone numbers at which you can be contacted by members of the chapter. It is crucial that you keep these numbers updated if they change, especially your cell phone number. Selecting this feature will bring up the screen shown below.



To ADD a phone number

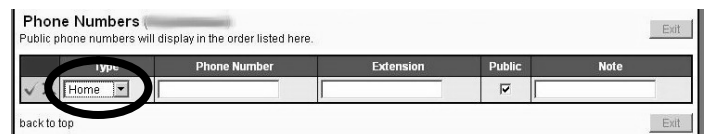
1. Click on the PLUS sign on the left side of the column title bar



2. This will bring up the phone entry screen

3. First select the TYPE of phone number that you wish to enter

- a. Click on the arrow on the right side of the TYPE field, and then select the phone type you wish to enter.



b. Your choices are

- i. Home
- ii. Work
- iii. Fax
- iv. Cellular
- v. Pager
- vi. Security
- vii. Other

Phone Numbers () Exit

Public phone numbers will display in the order listed here.

Type	Phone Number	Extension	Public	Note
Home			<input checked="" type="checkbox"/>	

back to top Exit

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4. Enter the phone number, extension, and any notes (for yourself, no one else sees this). Leave the box that says “PUBLIC” **checked**, or other official will NOT be able to see the phone number when they need to contact you.

Phone Numbers () Exit

Public phone numbers will display in the order listed here.

Type	Phone Number	Extension	Public	Note
Home	555-5555		<input checked="" type="checkbox"/>	

back to top Exit

5. Follow the above procedure until all phone numbers have been entered.

6. Once you have entered all of your contact phone numbers, you can arrange them in the order that you would like your partners to use when they need to contact you. The numbers are displayed in the *Lists – Officials* feature in the order that they are shown in the phone entry list.

Phone Numbers () Exit

Public phone numbers will display in the order listed here.

Type	Phone Number	Extension	Public	Note	Up	Down
Home	555-5555		<input checked="" type="checkbox"/>			
Cellular	888-8888		<input checked="" type="checkbox"/>			
Work	777-7777	5544	<input checked="" type="checkbox"/>			

back to top Exit

7. To re-arrange the number list, use the arrows to the right of the phone number list to move the number either up or down in the list.

To DELETE a phone number

1. Click on the Trashcan on the left hand side of the phone number to be deleted.

To EDIT a phone number

Phone Numbers () Exit

Public phone numbers will display in the order listed here.

Type	Phone Number	Extension	Public	Note	Up	Down
Home	555-5555		<input checked="" type="checkbox"/>			
Cellular	888-8888		<input checked="" type="checkbox"/>			
Work	777-7777	5544	<input checked="" type="checkbox"/>			

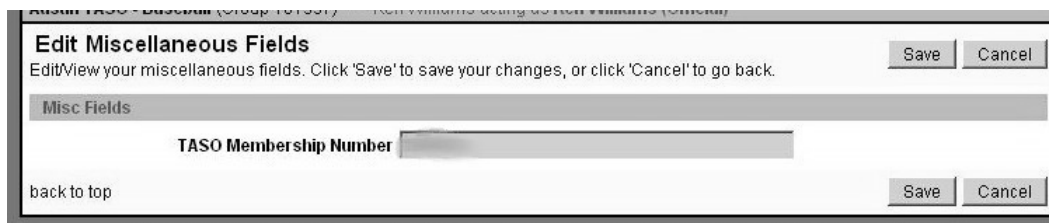
back to top Exit

1. Click on the Pencil on the left hand side of the phone number to be changed. This will put that number into “edit mode”.
2. When you are finished, click on the Check Mark to accept the changes, or the X to cancel the change

Once you have completed entering, editing, or deleting phone numbers, click on the EXIT button to return to the main Information page. Click on the SAVE button to save the changes you have made.

Custom Fields

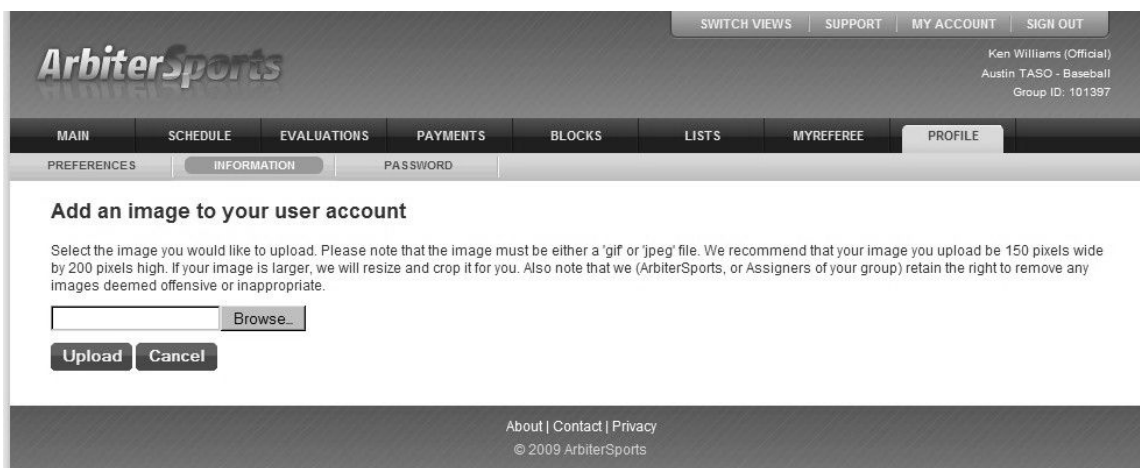
This field is NOT editable. It displays your TASO Identification number, which you will need for various purposes including access to the Members Only section of the TASO website. Selecting this feature will display the screen shown below.



The screenshot shows a web form titled "Edit Miscellaneous Fields". At the top, it says "Edit/View your miscellaneous fields. Click 'Save' to save your changes, or click 'Cancel' to go back." There are "Save" and "Cancel" buttons. Below this is a section labeled "Misc Fields". Inside this section, there is a label "TASO Membership Number" followed by a text input field containing a blurred number. At the bottom left of the form is a "back to top" link, and at the bottom right are "Save" and "Cancel" buttons.

PICTURE

This feature allows you to upload an image or photograph to associate with your user account. Selecting this feature will display the screen shown below.



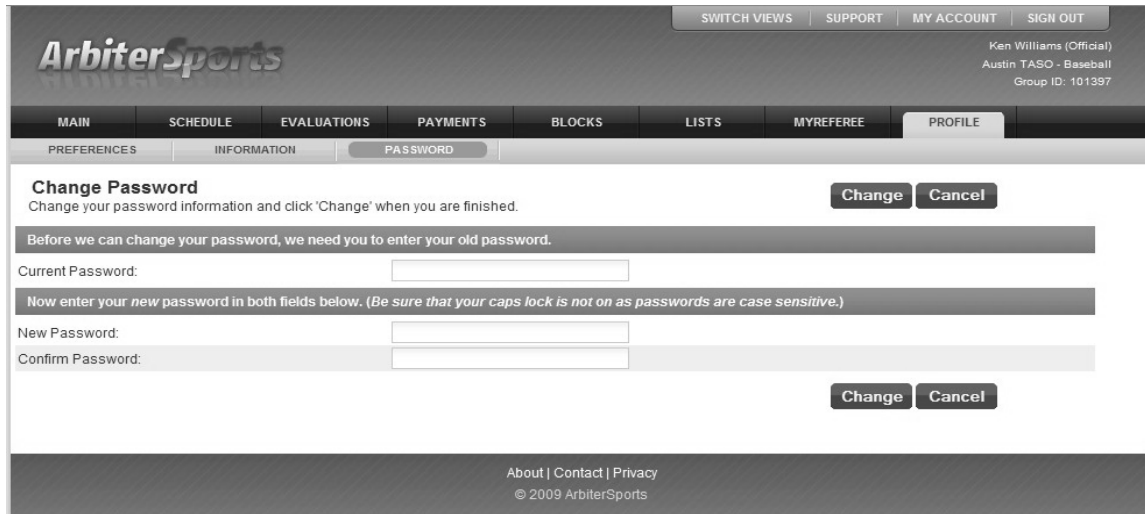
The screenshot shows a web page from "ArbiterSports". The top navigation bar includes "SWITCH VIEWS", "SUPPORT", "MY ACCOUNT", and "SIGN OUT". The user is logged in as "Ken Williams (Official)" with "Austin TASO - Baseball" and "Group ID: 101397". The main navigation bar has tabs for "MAIN", "SCHEDULE", "EVALUATIONS", "PAYMENTS", "BLOCKS", "LISTS", "MYREFEREE", and "PROFILE". Below this is a sub-navigation bar with "PREFERENCES", "INFORMATION", and "PASSWORD". The main content area is titled "Add an image to your user account". It contains instructions: "Select the image you would like to upload. Please note that the image must be either a 'gif' or 'jpeg' file. We recommend that your image you upload be 150 pixels wide by 200 pixels high. If your image is larger, we will resize and crop it for you. Also note that we (ArbiterSports, or Assigners of your group) retain the right to remove any images deemed offensive or inappropriate." There is a text input field followed by a "Browse..." button. Below these are "Upload" and "Cancel" buttons. The footer includes "About | Contact | Privacy" and "© 2009 ArbiterSports".

To ADD an image

1. Follow the instructions on the screen as to maximum size of the image and other restrictions.
2. Enter the location of the image (or use to "browse" button to locate the image)
 - a. *A word of caution about photographs. Be selective about what you image you choose. Coaches, officials, and other contacts will be able to see it, so make sure it is an appropriate image.*
3. Click the "UPLOAD" button.

PROFILE – PASSWORD

This feature allows you to change the password for your user account. Selecting this feature will display the screen shown below.



The screenshot shows the ArbiterSports website interface. At the top, there's a navigation bar with links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this, a user profile is displayed: Ken Williams (Official), Austin TASO - Baseball, Group ID: 101397. The main menu includes: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, and PROFILE (which is highlighted). Under the PROFILE tab, there are sub-tabs: PREFERENCES, INFORMATION, and PASSWORD (which is selected). The 'Change Password' form is displayed, with instructions: 'Change your password information and click 'Change' when you are finished.' It includes a 'Change' button and a 'Cancel' button. A message states: 'Before we can change your password, we need you to enter your old password.' There are three input fields: 'Current Password:', 'New Password:', and 'Confirm Password:'. A note below the 'New Password' field says: '(Be sure that your caps lock is not on as passwords are case sensitive.)'. At the bottom of the form, there are 'Change' and 'Cancel' buttons. The footer contains links: About | Contact | Privacy, and copyright: © 2009 ArbiterSports.

To CHANGE your PASSWORD

1. Enter your OLD password
2. Enter your NEW password
3. Confirm your NEW password

Click on the “Change” button

STATUS – READY for ASSIGNMENT

This feature lets the Arbiter program, and thus the assigner, know that you are ready for assignment. Once you have entered and saved your contact information (so your partners can contact you), click on this feature to put a CHECKMARK in the “Ready” box.

If you do NOT put a checkmark in the “Ready” box, the system will NOT consider you for game assignments.

The READY box can be found in two places. Checking the box in either location will change your status to READY FOR ASSIGNMENT

1. On the MAIN (“home”) page above the Announcements section
2. On the PROFILE – INFORMATION page on the left hand side of the page